



JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** April 27, 2017

**SUBJECT:** Seeking Accreditation by the State Department of Education

Oklahoma law provides that the State Board of Education shall promulgate rules governing the classification of state-accredited private schools and that private schools may be accredited and classified in like manner as public schools. See 70 O.S §3-104(7).

State Board of Education rules, at OAC 210:35-33-1, authorize private schools to be accredited in a manner similar to that of a public school if the private school submits an application for said accrediting to the Board.

<b>County</b>	<b>District</b>	<b>Request</b>
Tulsa	Crossover Preparatory Academy	Crossover Preparatory Academy requesting Accreditation from Oklahoma State Board of Education

\* The number in the County category represents the Congressional District.  
See the attached map.

LJ/ab  
Attachments



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**REF: Crossover Preparatory Academy**

The Accreditation Department has been working with Crossover Preparatory Academy, helping to ensure necessary processes and protocols have been addressed. They have furnished a written plan for governance, operations, personnel, finance, curriculum, as well as working through the compliance requirements to address all SDE quality indicators. In addition, we have conducted two site visits, finding the facilities acceptable.

Accreditation Division recommends Crossover Preparatory Academy be granted accreditation status by the Oklahoma State Board of Education for the 2017-2018 year.

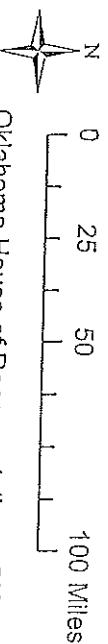
They will be presenting their information to the State Board and are prepared for a question/answer period at the conclusion.

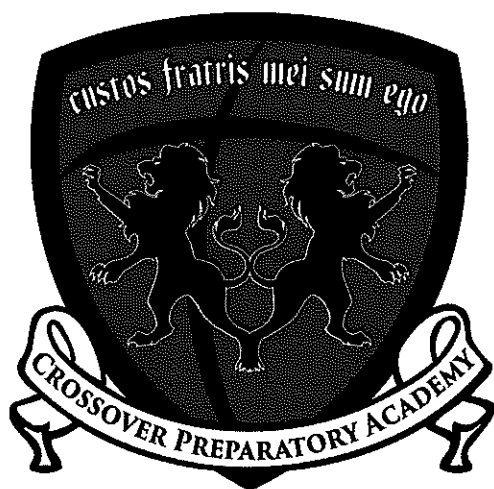
**LEGEND**

**Congressional Districts**

1  
2  
3  
4  
5  
Counties

Cherokee  
Texas  
Beaver  
Harper  
Woods  
Allala  
Grant  
Key  
Osage  
Washington  
Nowata  
Craig  
Oklawa  
Ellis  
Woodward  
Major  
Garfield  
Noble  
Payne  
Pawnee  
Rogers  
Mayes  
Delaware  
Adair  
Cherokee  
Wagoner  
Tulsa  
Creek  
Oklmulgee  
Muskogee  
Sequoyah  
Haskell  
Molokosh  
Seminole  
Pottawatomie  
Cleveland  
McClain  
Grady  
Caddo  
Washita  
Beckham  
Greer  
Harmon  
Jackson  
Tillman  
Comanche  
Collins  
Jefferson  
Stephens  
Garvin  
Murray  
Carter  
Love  
Marshall  
Bryan  
Choctaw  
McCurrah  
LeFlore  
Leflore  
Pittsburg  
Coal  
Afton  
Pushmataha  
Johnston  
Pontiac





## Crossover Preparatory Academy **Administrative Policy and Procedure Manual**

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Mailing Address: 940 E. 36<sup>th</sup> St. N. | Tulsa, Oklahoma 74106

Phone: Main (918) 986-7499 Fax (539) 202-2429

[www.crossoverprep.org](http://www.crossoverprep.org)

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## Mission Statement, Purpose Statement, Philosophy and Statement of Faith

### Mission Statement

*Crossover Preparatory Academy partners with young men to fulfill their God-given potential in mind, body, and spirit and to equip them to become Christ-like leaders in our community.*

### Vision Statement

Our hope and prayer is to see our students fulfill their God-given potential as men:

Intellectually: Crossover Prep students will be wise, disciplined, curious, and creative thinkers. They will be grounded in a rigorous, innovative, and enriching curriculum that will prepare them for the school of their choice.

Spiritually: Crossover Prep students will know what it looks like to trust and follow Jesus in all of life. They will learn the historical teachings of the Christian faith and be equipped with the tools necessary to cultivate a deep love for God and their neighbor.

Physically: Crossover Prep students will be good stewards of their bodies and will understand the value of physical fitness, nutrition, and self-discipline in the context of sports and life. They will learn the connection between hard work and accomplishment.

Emotionally: Crossover Prep students will understand the true source of their significance as men created in the image of God. They will learn tools to help them effectively develop self-awareness, confidence, and the ability to emotionally process the various challenges that they will face in life.

### Philosophy of Education

At Crossover Prep, we believe that the same God who created the universe has also given us, his creatures, a hunger to know him and to understand the world he has made. This affects how we approach every subject. For example, we know God values literature because he has revealed his will through a book. We believe that science can discover reliable laws of nature because God has created the world to have order. We believe that history is important because it reveals God's plan for the world. At the same time we recognize that, as Paul said, "Knowledge puffs up, but love builds up" (1 Corinthians 8:1). Scripture tells us that if we "understand all mysteries and all knowledge" but have not love, we are nothing (1 Corinthians 13:2). Furthermore, the book of Proverbs reminds us that growing in wisdom is just as important, if not more so, than growing in knowledge: "Blessed is the person who finds wisdom.... She is more precious than jewels, and nothing you desire can compare to her" Proverbs 3:13a, 16). A Christian education, therefore, seeks to build up students' knowledge, wisdom, and character. Students should know not only the important *facts and figures* of their subject, but also how to understand and apply that knowledge in life (critical thinking), and how to use it to bless and serve God and their community.

In our curriculum, this means that we work to ensure students have a strong foundation in the basics without being too focused on the *teaching to the test* or the *skill and drill* learning that is all too common today. Students have regular opportunities to practice higher-level skills like essay-writing, speech-

giving, problem-solving, and experimentation. Teachers are encouraged to provide project-based learning activities, where students are collaborating and creating, not just sitting and listening. To facilitate this, we provide 1:1 technology access in the classroom for student use in research and beyond, and we organize students into teams for them to work and learn cooperatively with their peers.

### **Statement of Faith**

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.
3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.
4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus--Israel's promised Messiah--was conceived through the Holy Spirit and born of the virgin, Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.
7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.



8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. We believe in the personal and bodily return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

## **General Policies**

### **Non-Discriminatory Policy**

Crossover Preparatory Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, hiring of faculty or administrative staff, athletics, and other school administered program.

## **Parental Matters**

### **Authority Structure**

Crossover Preparatory Academy is a 501(c)3 not-for-profit organization with a self-perpetuating board structure. In accordance with the school charter, the Board of Directors is the final authority for the school and elects successor directors from among parents and others who evidence saving faith in Jesus Christ, spiritual maturity and committed support for the school and its mission.

The Board delegates to the Executive Director authority and responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Directors stay informed and active in school matters but exercise their authority in most all cases through administrative implementation of policy determined by the Board of Directors.

### **Handling Concerns**

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures. A question or concern may end up involving the Executive Director if other involved individuals have been addressed

and resolution has not been reached. Contact can certainly be made directly with the Executive Director or the Chairman of the Board of Directors for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the principal at that division level would normally be the person to contact. We gratefully experience fruitful resolution of most questions in this way.

### **Communicating with Parents**

*The education of children is the responsibility of the parents and under their authority. (Deuteronomy 6:6-7; Proverb 22:6; Ephesians 6:4)*

At Crossover Preparatory Academy, we believe that we have been delegated by the parents to stand in their place and educate their children; therefore, CPA views communication with the parents as a vital school role. Teachers are committed to “keeping in touch” with parents by means of notes, emails, phone calls, and conferences as needed.

### **Administration Communications**

It is the intent of Administration to communicate clearly and often to the community. Rumors are harmful; the “rumor mill” creates an inaccurate picture of actual events. In an attempt to limit this tendency, Administration will aim to over-communicate rather than under-communicate. Accordingly, throughout the year the Executive Director and Principal will communicate to the parent community at large and in specific groups. In an effort to improve cost effectiveness and efficiency, most communications will take place electronically. Emails will be sent via RenWeb’s ParentsWeb. Due to formatting limitations, these emails may contain attachments. *PLEASE take the time to regularly check email, being sure also to open and read any attachments which may appear near the bottom of an email.* Watch for information available through the following means:

- E-mails

- Special communications from the Executive Director*
  - Crossover Connection- Monthly newsletters*
  - Monthly Lunch calendar*

- Guidance News and Information*
  - Athletics/Event News*
  - Facebook*

- CPA webpage ([www.crossoverprep.org](http://www.crossoverprep.org))
  - Monthly Calendar (RenWeb)*
  - Posting and updates*
  - School policy and procedures*
  - RenWeb/ParentsWeb*

Signs may also be posted at the drop-off & pick-up doors to alert parents of special events

For more individualized needs, parents may contact the Office Manager at 918-986-7499 to coordinate private meetings with the Executive Director and Principal. Regrettably, walk-in appointments cannot usually be accommodated.

### **RenWeb (ParentsWeb) – Parent Online Resource**

RenWeb makes it possible for parents to access students' grades, classroom lesson plans, academic information, lunch menu, family information, and much more via ParentsWeb. To access ParentsWeb, parents must have a valid email address on file with us and have internet access. Log on to [www.renweb.com](http://www.renweb.com), enter your email address, district code (CPA-OK), and click "new parent log on."

Once this is completed, log out and RenWeb will email a password. If you have any questions, contact Jaron Shaw 918-986-7499(ext.301) or [jaron.shaw@crossoverprep.org](mailto:jaron.shaw@crossoverprep.org)

### **Contacting Teachers**

CPA encourages the active participation of parents in the educational lives of their students. However, we do request that prior arrangements be made to obtain time to speak with teachers. In particular, please refrain from initiating impromptu meetings with teachers before or after school in order to allow teachers to prepare for class or perform other assigned duties. Attempts to meet unannounced may disrupt the teacher's attention from both your child and others, creating undesirable results.

Teachers may be contacted through ParentsWeb, e-mail, note or by telephone (school office between 8:00 a.m. to 3:45 p.m.). Should an emergency arise, staff will assist parents in reaching a teacher. We request that you do not contact teachers at home unless given permission by the individual teacher. Parents are welcome to visit classes at any time, if pre-arranged. Please report to the School Office and sign in to receive your visitor's pass. The office will inform your child's teacher that you have arrived. For security reasons, any unescorted visitors in the hallway without a visible visitor's pass will be escorted to the School Office.

### **Classroom Visits**

- All visits to the classroom should be arranged with the teacher or principal in advance.
- Please **do not** attempt to visit with the teacher during class time.
- Please respect the short amount of time the teachers have to assemble their classes by avoiding lengthy, unscheduled conversations with them in the classroom before the school day begins.
- Parents are welcome to sit in on any class by appointment but are asked not to expect time to visit with the teacher.

### **Parent-Teacher Conference Days**

The first nine weeks of school is a time of adjustment and evaluation. Teachers will be aware of the type of progress your child should be making during the course of the year. Conference days will be held in October and other times as needed.

The purpose of the conference is for parents to discuss with the teacher(s) the positive and/or negative progress of the child.

Conferences are held by appointment only, and all parents are encouraged to participate. A sign-up notebook with available hours will be in the school office prior to the scheduled conference days. Much

preparation goes into a conference, please be aware appointments cannot be made on the DAY of conferences.

### **Parent-Teacher Fellowship (PTF)**

The School encourages parent involvement which is facilitated in many ways by the Parent-Teacher Fellowship (PTF). All parents of current students are automatically members of the PTF and encouraged to participate in school activities in multiple ways. The PTF has a President and Treasurer elected by presently serving parent volunteer leadership and works under the authority of the Executive Director.

Some PTF events raise money for the school, but the primary purpose of PTF is to involve parents while encouraging teachers. PTF meets periodically as a leadership board of parents.

### **Custodial Rights**

In the event that parents have special legal arrangements for custodial rights of their child (ren), the School requires a copy on file in the School office from the appropriate court order(s) affirming these rights. The School cannot honor parent requests distinguishing one parent's authority or rights from another's without this legal documentation. Non-parental guardianship must also be documented.

### **Parental Authorization for Student Image Usage**

Photographs, slides, video, and other visuals of students, faculty, staff, and administration are taken on campus and at CPA activities off campus throughout the year. Some of these subsequently are used in advertising, web pages, news releases, television, newspaper, yearbooks, and/or awards or recognition assemblies. Parents should make specific request if they desire that their children not be included.

## **Financial Responsibilities**

### **Re-enrollment**

The priority re-enrollment period begins each January. Priority Re-enrollment is held for returning students for a limited time where existing students are given first opportunity to apply for enrollment slots for the coming year. After the set period, enrolling of new students for available slots will begin.

### **Tuition and Miscellaneous Costs**

Crossover Preparatory Academy is a tuition-free school for students who qualify to receive a scholarship from the Crossover Scholarship Fund, Inc. Each qualifying student will receive a check made out to his parents sent directly to CPA. The tuition scholarship does not encompass the cost of uniforms, extra-curricular activity fees, lunches, special event admission fees, Kids across America field trip, transportation, or other expenses incurred in the ordinary course of the student's activities at Crossover Prep (miscellaneous costs). Half of all fees are due by July 15<sup>th</sup> each year; the remaining balance is due before Dec 15<sup>th</sup>. Students whose fees are not paid by the date will forfeit their spot at Crossover Prep. Parents have signed the enrollment agreement affirming responsibility for all fees and miscellaneous costs, payment of which is due in the Business Office.

### **Delinquent Accounts**

Any account that becomes past due for 60 days or more will subject your child to potential exclusion from Crossover Preparatory Academy unless financial arrangements have been made with the Business Office. Records will not be released for delinquent accounts.

### **Early Withdrawal Fees**

- After acceptance, fees will not be refunded for students who withdraw before school begins. In addition, there will be a \$200 withdrawal/processing fee.
- After school has begun, parents are required to give the school office a **written 30-day notice** when withdrawing their student(s) from school. Students who give a 30-day notice, withdraw before the beginning of the winter break, and who qualified for a scholarship through the Crossover Scholarship Fund are permitted to apply the remaining balance of his scholarship to the accredited school of his choice. Otherwise, the remaining balance of the scholarship is forfeited.

### **Activity Fees**

There is a \$150 activity fee for all students. The activity fee includes the participation fees for all mandatory extra-curricular activities.

### **Technology Fees**

There is a \$100 fee for all students to have access to a Google Chromebook at school. Students will not be allowed to bring their own laptop computer or tablet to school.

### **Kids Across America Fees**

There is a \$200 fee for all incoming 7<sup>th</sup> grade students to attend Kids Across America the week before the A Term begins. Returning students can decide to go to Kids Across America for the same \$200 fee.

### **Lunch Fees**

Hot lunch is available for order by all students. The cost is \$4.25. Fees will be charged on monthly accounts. Students are allowed to apply for assistance through the National Free and Reduced Lunch Program.

### **Additional Fees**

Fees may be assessed for the following reasons:

#### **Damaged or Lost Textbooks**

CPA requests that utmost care be given textbooks throughout the year. **Textbooks must have a book cover at all times.** Failure to cover textbooks may result in detention. Books should not be highlighted, underlined, or written in. Each student is required to check out with each teacher at the end of the school year, or upon withdrawal. A charge will be assessed for lost or damaged textbooks.

#### **Damaged or Lost Chromebook**

CPA requests that utmost care be given textbooks throughout the year. A charge will be assessed for lost or damaged Chromebooks.

#### **Returned Check or Electronic Debit Failure Fee**

All checks are subject to a returned check fee if returned by the banking institution. If an account incurs two returned checks, the account will be restricted to cash, credit card, or money order payment. Postdated checks will not be accepted.

## Academic Policies and Procedures

### Accommodations and Disabilities

Crossover Preparatory Academy will consider the need for an adjustment to its programs, policies, or procedures for a student's physical, mental, or learning disability or difference. Should there be a need for a specific accommodation, it is the parent's responsibility to request it by meeting with the teacher, principal or other school personnel and by cooperating with the School's procedures to determine the need and parameters of any such change. Changes are made at the discretion of the School and in consideration of available resources. Services needed for a student on an IEP will be provided in conjunction with Tulsa Public Schools.

### Curriculum

The CPA administration approves all subjects and course content taught in the school. The courses are based on our philosophy of education and our understanding of God's Word. CPA uses curriculum selected from various publishers. Students will take the prescribed courses for each grade level. Only the Executive Director or Principal may approve any exceptions to, or exclusions from, the courses or their content.

### Homework Philosophy

- I. Homework is given on a regular basis to support academic endeavors. Parents are encouraged to be involved with the student's learning but should not do homework for their child. Students are expected to turn in their homework on time to avoid grading penalties.
- II. Students excused early from school for sports, other activities, or appointments must submit assignments on the date assigned to all students or the day they return.
- III. Students often need extra practice in specific new concepts, skills, or facts. In certain subjects (e.g., math or languages), students may not have enough time in a school day to do as much practice as is necessary for mastery. The teacher therefore may assign homework to provide the necessary practice.
- IV. Repeated short periods of practice or study of new information is often a better way to learn than one long study period.
- V. Reading assignments by nature cannot usually be completed during school hours and will, therefore, be routinely assigned as homework.
- VI. Student use of class time impacts homework. Not using classroom time wisely by not listening or working on homework when time is provided will impact student homework load.
- VII. CPA understands and expects there to be moments of struggle, but our intention is not to have a student overwhelmed with the amount of homework. Should you find your student struggling in this area, we strongly encourage you to speak to your child's teacher.

### Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F
Incomplete	I

Incompletes must be completed by the date designated by the teacher and principal. The class grade will be determined by the scores earned by the designated date.

### **ParentsWeb/Gradebook Terms**

When checking your student's grades in ParentsWeb, the following terms might appear:

**M-(Missing)** the student did not turn in the assignment; can still do for credit. This could be because the student was absent or because the student simply failed to complete and turn in the assignment when it was due. The class syllabus for each class should indicate how many days the student will have to complete the assignment and still earn partial credit. A missing grade (M) will average as a zero. If the missing assignment is turned in, a grade will replace the (M) and if no assignment is turned in, the student will be given a zero.

**P-(Pending)** the student did not turn in the assignment; a zero grade is not calculated into the grade.

**I-(Incomplete)** - the student turned in the assignment but it was not complete.

**A-(Absent)** - the student was absent and the assignment does not need to be completed.

**E-(Excused)** - the student is excused from completing the assignment.

### **Late Assignments**

Students will be required to complete all assignments. Assignments not turned in on time will have points deducted. A student may be required to stay after school to complete assignments, for no grade, if they continue to be negligent in completing assignments.

### **Make-up Work**

All quizzes, exams, homework, etc. must be taken or handed in on the day of return to school if the student was present when the work was assigned or if the assignment had been sent home during the absence. The deadline for completing assignments given while a student is absent is one day for each day the student is absent. For example, a student absent on Tuesday must turn in their late work on Thursday. Students who have an unexcused absence are under the same guidelines but will receive no credit for their work.

### **Test and Quiz Policy**

Assessment of student learning is vital to effective education. Students are not expected to take more than three full period tests in any school day.

Tests, quizzes and projects will be scheduled by each teacher on a Master Test schedule to preclude over-loading students with assessments. See the secondary principal if issues arise.

### **Final Exams**

Trimester exams will be comprehensive tests on prior curriculum. *Use of trimester exams provide an effective measure of the level of learning, allows for remediation where appropriate, and allows the student to acclimate themselves to college exams.* Exams will count for no more than ten percent (10%) of the student's final trimester grade.

## **School Supplies**

Students are responsible for obtaining supplies necessary for their class work. Students should come prepared to class with notebook, paper, pens, pencils, and other items specified on the school supply list. Supply lists are available online. Additional items may be requested by teachers.

## **Textbooks**

The school supplies students with all necessary textbooks with the exception of occasional consumable literature books. Textbooks are the property of Crossover Preparatory Academy.

All hardcover books are to be kept covered throughout the year. This requirement is intended to extend the life of the book and keep curriculum fees under control. Any damages incurred to textbooks or their loss is the responsibility of the student and will be billed to his account. Administration will make the appropriate determination for these charges, up to the full cost of the book.

## **Summer Reading and Math**

Students are required to complete a summer reading and math program. Assignments vary by grade and are available on ParentsWeb. New students obtain the summer reading and math requirements through the Admissions Office or online.

## **Field Trips**

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student and permission slips must be signed and returned to the teacher. Students who do not bring permission slips will not be permitted to attend. Parents may be asked to help chaperone field trips.

## **College Preparation**

Students following the CPA graduation requirements are able to meet entrance requirements for most colleges. Students needing a physical education course may participate in the varied athletic programs at CPA. Students are encouraged to evaluate their career interests or college majors when designing their four-year high school experience at CPA.

## **Guidance Department**

### **High School Graduation Requirements**

English 4 Credits

Mathematics 4 Credits

Social Studies 3 Credits

Science 3 Credits

Foreign Language 2 Credits

Fine Arts 1 Credit

Physical Education 1 Credit

Electives 6 Credits

Total for Graduation 24 Credits

**Concurrent Enrollment Requirements-** Students must meet both the GPA and ACT requirements of the college or university from which they seek credit.



**Study Hall** - Available to all students but NO student may have more than one study hall period per year without administration approval.

***Students are required a minimum of 10 hours of volunteer community service for each year they are enrolled in CPA high school. This is a graduation requirement. See "Community Service" information below.***

### **Community Service**

The purpose of our Community Service Program is to encourage our students to impact the world for Christ. We believe that one of our primary ends of a good education is for students to use their knowledge and gifts in service to others. Through this program, we desire to demonstrate our commitment to share the love of Christ to those around us and to build this conviction into the hearts and minds of our students. Though this is not a graduation requirement of 7<sup>th</sup> and 8<sup>th</sup> graders, it is *strongly encouraged* and their hours will be recorded in our school records. We also advise students to keep a personal record of their volunteer service for future use on college and work applications.

- It is a **graduation requirement** that every CPA high school student (9-12) complete twenty (10) Hours of community service during each year of high school.

Students must comply with the following rules to complete this graduation requirement:

1. Students may begin accumulating community service hours during the summer prior to that school year for which it will be credited. (ie: summer of 2017 for the school year 2017-18)
2. Students may count mandatory CPA community service events toward their 10-hour requirement.
3. Pre-approval for community service is not required. Should you have a concern whether your project will qualify for acceptance, please contact the principal's office for clarification.
4. You may not be paid for your community service work. It must be as a volunteer.
5. Services may not be performed for a family member unless pre-approved.
6. The Service Verification form must be turned into the principal's office the same year the service is performed. *(Form is available on ParentsWeb, or in the secondary office)*
7. Service hours may only be counted for the school year when the hours were served. For example, you may not use any extra volunteer hours from the 9<sup>th</sup> grade school year for the 10<sup>th</sup> grade requirement.
8. Completed Service Verification forms are to be turned into the principal's office by May 15<sup>th</sup>. Seniors service forms are to be turned in May 1<sup>st</sup>.
9. A parent or project coordinator must initial the Service Verification form for the service hours to count for the fulfillment of this obligation.
10. Failure to complete a minimum of 10 hours of community service each school year (grades 9-12)\* will result in the failure of the student to earn a Crossover Preparatory Academy diploma.

Finding places to volunteer need not be stressful. Ask your church staff for ways students might help. They might have ideas for volunteer work within the church or know about the needs of members. Consider the needs of an elderly neighbor or a single parent. Ask the Lord to help you find ways to demonstrate Christian love!

*\*Requirement applies only for the year(s) for which student is enrolled at CPA.*

## **Academic Honors**

### **Valedictorian and Salutatorian Honors**

Valedictorian and Salutatorian honors are awarded to those students who rank 1<sup>st</sup> and 2<sup>nd</sup>, respectively, in the graduating class. Rank will be determined based on grades at the end of the 11<sup>th</sup> trimester (winter of the senior year). Since students are encouraged to take the most rigorous classes available, those classes designated as weighted will be awarded an additional 1.0 when calculating weighted GPA, so as to not penalize those students who are actively involved in non-classroom activities.

The Valedictorian/Salutatorian announcement will be made in April and grades will continue to be monitored through the 12<sup>th</sup> trimester. A significant change in a student's academic performance could result in mid-12<sup>th</sup> trimester grades being used to determine the ranking for Valedictorian and Salutatorian.

To be eligible for recognition as Valedictorian or Salutatorian a student must have been enrolled as a full-time student at CPA for his entire junior and senior year of high school. Credits earned prior to enrolling at CPA will not be counted in the calculations used to determine Valedictorian/Salutatorian.

### ***Summa cum laude* – Graduating with honors**

**Students may be eligible to graduate with honors after maintaining a GPA of 3.7 (on a 4.0 scale) or higher for all twelve high school trimesters**

### **Honor Rolls**

Executive Director's Honor Roll 3.75 - 4.0+

Principal's Honor Roll 3.50 - 3.74

## **Enrollment Status**

### **Full time students**

To be considered a full-time student at CPA, the student must be enrolled in five courses per trimester. A student who chooses or is unable to satisfy this requirement but wishes to be granted full time status must submit a written Education Plan to the Administrator for approval to be granted full time status. **One such plan is the Alternative Academic Opportunity. Students may attend TCC concurrent enrollment, Tulsa Tech, Work Study/Apprentice/Mission.** Additional fees may result from participation in Alternative Academic Opportunity.

CPA reserves the right to refuse full-time status to any student not following the guidelines for a fulltime student.

- ***Only full-time 12th grade students are eligible to participate in commencement and earn a CPA diploma.***

### **Part-time students**

Part-time is not a normal status for CPA students. If alternative arrangements are desired parent should contact the Principal to explore possible exceptions, Executive Director must approve any such exceptions for that to be allowed.

### **Attendance Requirements**

CPA will not grant credit to any student exceeding the absences allowed per trimester for any given course.

### **Schedules and Credits**

#### **Class scheduling**

Schedules are developed for the student, his parents (or legal guardians), and the CPA administration in the spring for returning students or following admission acceptance. Schedules and schedule changes require the approval of parent/guardian and the principal. Schedules will be published separately at the beginning of each school year, with modifications as situations dictate. The Administration maintains the right to modify schedules to meet school, student and state requirements.

#### **Class change/class withdrawal procedure**

Students desiring to change or withdraw from a course should obtain and submit a *Class Change/Withdrawal Form* to the Academic Advisor. *Parent and teacher approval is required.* Schedule changes deemed necessary may be made within **10 days** of the beginning of the trimester without penalty. After 10 days a WDF (Class withdrawn from will receive an "F". This grade will appear on the transcript and be counted toward student's GPA). Before 10 days, transcripts may show "WD" for withdrawn. The "WD" will not be used in the calculation of the GPA.

**Schedule changes will only be made if deemed necessary after review by the administration or guidance office and approved by the student and his parents or legal guardians.** Credit may not be granted for a course if enrollment in that course occurs after completion of the third week of the trimester without special permission granted by the principal or the Executive Director.

#### **Granting Credit**

Credit, as specified in the course description, will be awarded for successful completion of a trimester course. Students must successfully complete the first trimester of a cumulative course (i.e. mathematics) before enrolling in the second trimester of that course.

#### **Retaking classes**

Students may retake a course; the highest grade earned will be counted toward their GPA. Both courses will be recorded on their transcripts. The student will receive credit for the completion of the course, not credit for the number of times they completed the course.

## **Transfer students**

**Transfer students** must submit official transcripts from their previous school before any credits will be awarded for prior coursework. As a general rule, credit will be granted for accredited programs. In order to ensure that the student's experience is similar to CPA requirements, proof of student work and successfully passing the CPA final exam for that course may be required. Transfer students are expected to meet CPA course requirements each year they are enrolled at the school.

Any **deficiencies** in the student's credits for graduation will be duly noted on a Graduation Deficiency Form (filled out and authorized by parent, student, and registrar) and will be filed by the registrar into the student's profile and a copy will be given to the parent. **The student (with his parents' or guardians' knowledge) is responsible to complete any credits he is deficient in before graduation.** If these credits are not completed before the end of the third trimester of the student's senior year, CPA reserves the right to refuse the student's diploma and participation in commencement.

## **Summer School or Recovery Credit**

All correspondence or summer school work for high school credit recovery *must be approved in advance by the Principal*. As a general rule, credit will be granted for accredited programs. In order to ensure that the student's correspondence/summer school experience is similar to CPA requirements, proof of student work and successfully passing the CPA final exam for that course may be required. This is in addition to providing proof of a successful course completion (i.e. transcript) to the high school registrar.

## **Pre-High School Credit**

Algebra I taken in the 8<sup>th</sup> grade or Spanish I taken in the 7<sup>th</sup>/8<sup>th</sup> grades and successfully passed will count as high school credit and will be added to the final CPA transcript.

Students who transfer into CPA with high school credits earned prior to 9th grade will receive equivalent credit on their CPA transcript. Credit must be identified on an official transcript. In order to ensure that the student's pre-high school experience is similar to CPA requirements, proof of student work and successfully passing the CPA final exam for that course may be required.

## **Credit from Other Sources**

A student enrolled as a full-time student at CPA can request permission to earn credit from an outside source.

1. Student must receive approval before a student may begin an online course for Crossover Prep credit.
2. Concurrent courses must be taken from an accredited (public or private) college or one of the online providers listed in criteria "3."
3. Online high school courses maybe taken from SevenStar, Keystone, K12, or Liberty Academy.
4. Students may take a Success Center course from Tulsa Technology Center for credit recovery only.
5. Submission of grade reports and documentation must meet the CPA deadlines for the reporting of final grades for the trimester.
6. The student and parent will work directly with the online provider. Enrollment, management, and payment of the online course is the responsibility of student.
7. There is no reduction in tuition or fees charged by CPA.

8. Credit earned from the online provider would be identified as a transfer credit on the transcript.
9. Exceptions must be approved by the administration.

The responsibility for successful completion of a class taken from an outside source lies completely with the student. Failure to earn credit for a class can have a drastic effect on a student's ability to earn the necessary credits required for graduation.

### **Transfer Concurrent Credit**

**Concurrent college students** will receive CPA credit at a rate of ½ credit per unit taken from a CPA approved institution. One unit (course, *not* credit hour) from a concurrent college is equal to one trimester. The below policy is for the transfer of course credit for students currently enrolled at Crossover Preparatory Academy.

As a general rule, if a core course is offered at CPA Upper Division (grades 9-12) a transfer of credit for the identical core course is not approved. Exemption from this rule must receive prior administrative approval before the course is taken. Approval will typically be granted for two reasons: 1) transfer is concurrent enrollment for a course(s) not already being offered at CPA for concurrent credit or 2) student or family hardship. Hardship would include but not limited to medical and scheduling difficulties. If a course is not identical to a CPA course, administration could approve this transfer course to substitute for a core course requirement. As an example, a concurrent Environmental Science class could count for a core Science credit requirement. Transfer courses for elective credit also require prior approval but approval does not have to meet one of the two exemption requirements for core courses.

### **Concurrent College Enrollment**

CPA provides opportunities for students to earn college credit while enrolled at CPA. Enrollment in a concurrent course is the responsibility of the student. Students may participate in the college of their choice and will be responsible for any costs involved. Prior approval must be given from the Guidance office to ensure concurrent enrollment credit will be accepted for CPA credit. (See "Transfer of Concurrent Credit" policy for more information.)

The standards below are set forth by the State Regents of Oklahoma guidelines for concurrent enrollment at a public college or university:

- Students will be considered full-time when they are enrolled in a minimum of three classes at CPA and two classes at the college institution. A high school student admitted under the concurrent enrollment program during the fall, winter, or spring trimester may enroll in a combined number of high school and college courses per trimester NOT to exceed a full-time college workload of 19 semester credit-hours.
- For purposes of calculating student enrollment, two trimester high school credit course shall be equivalent to three semester-credit hours of college work.
- CPA offers a study hall to offset the hours restricted by the State Regents of Oklahoma for concurrent enrollment students.

## **Tulsa Technology Center**

One and two year programs in various vocational and technical subjects are offered through the Tulsa Technology Center. TTC offers both morning (8:30 – 11:00 a.m.) and afternoon (12:00 – 3:00p.m.) sessions. Attending TTC may be an option in the junior and/or senior year. Students earn 3 credits a semester at TTC. The TTC student is responsible for meeting all of their obligations at CPA.

CPA does recognize this as an optional educational opportunity for students. Vo-Tech students are considered full-time students when they enroll in three courses at CPA and three hours at TTC. CPA courses required for graduation may not be available to Vo-Tech students; therefore, some students may need to participate in supplemental (i.e. Online Academics) from Tulsa Technology Center or independent study classes to fulfill requirements. Students must complete the Alternative Academic Opportunity Agreement to determine modified graduation requirements. **The student and his parents will be required to fulfill any deficiencies if the student should choose not to attend Vo-Tech after being accepted into the program.**

## **Academic Probation**

The purpose of Academic Probation is to:

- Give the student in academic difficulty an opportunity to improve
- Give a strong warning that the student is in academic difficulty, and in jeopardy of not continuing at CPA.

The criterion for Academic Probation involves:

- A student who fails two or more subjects in a trimester or one failing grade in two consecutive trimesters.
- Student cumulative GPA below a C-average (2.0)

The student will be placed on academic probation for one or two trimesters at the discretion of the principal or Executive Director. A parent conference will be arranged. If at the end of the probation period the student does not have 2.0 cumulative GPA or the student continues to fail a class(es), the student will be considered for expulsion. Students who are on academic probation are ineligible to participate in extracurricular activities.

## **Failed Courses**

### **Grades 7-8**

Students who fail two or more subjects, or are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

### **Grades 9-12**

When a student fails a course(s), a Graduation Deficiency form will be issued and a parent will, in turn, create a credit recovery plan to be approved by the Administrator.

***It is the responsibility of the parent to make arrangements with the Academic Advisor for credit recovery approval and to ensure CPA receives a transcript of the course(s) completed.***

Failing more than two courses in a trimester may result in the student not being admitted the following school year.

### **Testing Information**

**ACT Aspire** -- Given to all 7<sup>th</sup> (twice), 8<sup>th</sup> and 9<sup>th</sup> grade.

**PLAN** -- All 10<sup>th</sup> grade students take the preliminary ACT test which is supplemented with an interest inventory and a study skills test.

**PSAT** --10<sup>th</sup> graders are required while 9<sup>th</sup> are encouraged to take the Preliminary Scholastic Aptitude Test.

**ACT** -- All 11<sup>th</sup> & 12<sup>th</sup> grade students are required to take the American College Test.

It is required that the ACT be taken at least twice as a junior and senior. Registration is completed online and is the responsibility of the parent/student. The ACT is administered at CPA on all national test dates except the October date.

**SAT** -- The Scholastic Aptitude Test may be taken by any high school student at a local high school. Registration is completed online and is the responsibility of the parent/student.

While CPA will not use ACT Aspire data as a criterion for student promotion or retention, the results will be used formatively to improve instruction, curriculum, and remediation.

## **Behavior, Discipline and Other Student Matters**

### **Attendance**

The State Mandatory Attendance Law is enforced by Crossover Preparatory Academy. Students are expected to attend school each day and be on time for classes. Effective learning requires class attendance. The following parameters are established to ensure the student is prepared for subsequent academic challenges.

### **Absences**

A student who is absent more than ten (10) *times* (excused or unexcused absences; absences due to attendance at school authorized events will be exempt) in a class within a trimester may not normally earn credit for the class. Students may be placed on academic probation (See Academic Probation policy). Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on an individual basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

### **Excused and Unexcused Absences**

Student absences will be identified as excused or unexcused. Student absences will be treated as unexcused until determined excused by the attendance office. Students must receive an excused

absence slip from the attendance office and present the note to their teachers before students are given credit for missed assignments. Absences will be determined excused for the following reasons:

- Illness or medical care- A parent phone call or a doctor's is required. After six (6) absences for medical reasons a doctor's note is required. Recurring or chronic illness requires a doctor's statement
- School activity
- Administration approval
- Prearranged and preapproved family activity
- Emergencies, funerals, weddings, and hospital visits

Students who have an excused absence will be allowed to make up missed assignments without a penalty. Students whose absence is determined unexcused will be required to make up the assignment but will not be given credit.

#### **Tardies to Convocation**

These tardies are to be reported by student group leaders. Teachers may make a note of students who are tardy and check with the attendance officer that the student was marked tardy. The attendance office will determine if the tardy is excused (doctor's statement or phone call/note from parent, school activity, administrative approval) or unexcused. After 6 tardies (excused or unexcused) in a trimester, a doctor's statement is required to excuse a tardy due to illness.

Each student is entitled to two "no-fault" convocation tardies per trimester. This allows for the inevitable traffic jam, road conditions or late alarm, etc.

Detentions for unexcused Convocation tardies are assigned as follows:

- 4-6 earn lunch detention
- 7-9 earn after-school detention
- 10 and each subsequent tardy will earn Saturday detention

#### **Tardies to Classroom**

A tardy is defined when a student is not in their classroom seat when class begins. If a student is more than 10 minutes late to class they are considered absent. Only unexcused tardies (Student does not have a note from authorized individual.) are recorded on RenWeb. If a student is marked absent and that student is tardy, the student must sign in at the Attendance Office and return to class with a note. Students should not receive credit for missed assignments due to unexcused tardies. Each classroom tardy will result in a lunch detention. Every third will result in after-school detention. Students may be subject to additional penalties for tardies. The secondary staff assistant will communicate and assign penalties.

#### **Attendance Requirement for Co-Curricular Participation**

Students must be in school for a minimum of two class periods, to participate in school-sponsored activities scheduled for that day or evening unless an administrator grants prior permission. Students with an unexcused absence on the day of the activity will not be allowed to participate.



### Truancy

A student who is absent from school **without school or parent permission** is considered truant. Truancy (illegal absence from school) and cutting classes are serious infractions and will result in immediate disciplinary actions.

### Pre-Arranged Absences

Appointments should be scheduled before or after the school day. Students are responsible to communicate with teachers and make arrangements to complete missed work. Prolonged pre-arranged absences require permission from Administration and coordination with the teacher(s).

### Early Dismissals

CPA prefers that medical or dental appointments **not** be made during school hours. In the event such appointments are necessary during school hours, ***a written note or phone call from a parent is required before the student leaves or when the student arrives late for the day from an appointment.*** For security and safety reasons, students must sign in and out in the Attendance Office. Students must enter and exit through the main entrance. Students having special reasons to leave school during school hours ***must have a written note or parent phone call and must sign out in the Attendance Office***

### Discipline and Student Conduct

The following is a brief summary of key issues pertaining to Crossover Preparatory Academy's philosophy of personal and community conduct:

- Our philosophy is grounded in the conviction that the Bible provides the rule for life regarding moral and ethical conduct. It is our intention that students, as well as employees of CPA, adhere to those standards to the best of their abilities and that all school policies consistently reflect Biblical standards.
- Teaching and learning best occur in a disciplined environment.
- A teacher has a right to teach in a classroom free of discipline problems. Also, students have a right to learn in a classroom free of discipline problems. Consequently, it is the teacher's right and obligation to control the environment in which he or she teaches with support from parents and administrators.
- Students who lack proper discipline and are disruptive must ultimately take responsibility for their actions and suffer consequences. Neither parents nor teachers can determine or control the actions of students. Good behavior is a choice and requires self-discipline.
- All authority is from God. Rebellion against authority is not only an offense against the community of Crossover Preparatory Academy, but is rebellion against God. The goal of discipline is to restore the student to fellowship with God and the community of Crossover Preparatory Academy.

The Honor Code Standards of Conduct is not intended, nor can it be, all-inclusive of every standard of expected behavior.

## **The Honor Code**

All Crossover Preparatory Academy students are required to adhere to the Honor Code statement as a condition of enrollment. Breaking the rules of the Honor Code is considered a violation of the covenant with Crossover Preparatory Academy and the student body.

The statement is as follows: **Treat everyone the way that you want them to treat you.**

- Show everyone respect.
- Use your words to build everyone up.
- Tell the truth to everyone.
- Be a peacemaker with everyone.
- Protect everyone's property.

## **Conduct and Character**

It is the desire of Crossover Preparatory Academy to do all things in a manner that will please and honor the Lord. We recognize that true Christianity is a matter of the heart, and not the outward appearance. However, it is true that the appearance is important. Peter correctly identifies the Christian perspective on attire when he states that beauty should not be based on what we wear, but on "the hidden man of the heart...even the ornament of a meek and quiet spirit."

As with other school rules, the administration expects students to comply with a spirit of cheerful obedience as Peter describes in I Peter 2:13-15: "Submit yourselves to every ordinance of man for the Lord's sake: whether it be to the king, as supreme; or unto governors, as unto them that are sent by him for the punishment of evildoers, and for the praise of them that do well. For so is the will of God, that with well doing ye may put to silence the ignorance of foolish men."

## **Discipline Guidelines**

### **Minor Infractions**

This behavior is normally related to student maturity and his cooperation with the teacher and classroom order. Consequences for minor infractions are typically handled by the student leadership council and the teacher through a variety of interventions: i.e. warning, relocation of student within the classroom, parental call, and informal conference with student leadership council. However, with repeated minor infractions, the teacher may issue an Incident Report.

**Discipline Incident Report** – An Incident Report is a form sent by the teacher/administrator to the parent(s) via email to inform them of a misbehavior situation. This affords the opportunity for families and school to work together to correct a potential behavioral problem before it develops into something more serious.

An Incident Report implies the teacher and student leadership council have taken corrective action and are seeking support from the principal. If this is true and the allegations are true, the student will nearly always receive corrective discipline. Repeated minor infractions will result in increasing severity of consequences because it indicates a concern of the heart. Repeated minor infractions could result in suspension.

## **Major Infractions**

Behaviors and attitudes related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy/leaving school grounds without permission
- Inappropriate conduct (language, relationships, attitude, etc)
- Disrespect to authority
- Destruction of property
- Stealing
- Direct disobedience
- Possession or use of weapons
- Causing injury or threat of injury to others
- Cheating
- Lying
- Bullying or harassment of others

All major infractions will be disciplined by the Executive Director. An Incident Report will be completed to notify parents/guardian and document in student records. Discipline action and a parent phone call will always be made for major offenses.

## **Disciplinary Responses and Consequences**

### **Behavioral Warning and Probation**

Behavioral Warning is usually the intermediate step before Behavioral Probation. Warning status does not result in the loss of eligibility. The warning notice will be placed in the students file. Both the student and parent will receive warning notification.

### **Behavioral Probation**

This is a period of time set aside to help a student meet the behavioral standards of the school. The purpose of the program is to identify those students who are having spiritual or emotional problems, which are affecting their ability to function properly in the school. The school will attempt to help these students adjust and find the proper solution for their difficulty. However, it must be understood that when the behavior of one student begins to adversely affect the quality of classroom instruction for other students, he may be asked to withdraw from the school. Any student, who experiences an abnormal or inordinate number of incident reports or who, in the opinion of the administration, would benefit from a specific system of accountability may be placed on behavioral probation for a period of up to 90 days to be followed by an administrator/parent conference and review. A student's behavior that is so unsatisfactory as to cause him to be placed on probation will forfeit any class office or other official position held in any school-related organization. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges.

### **Student/Administration Conference**

A conference will be scheduled to discuss the nature of the incident and to biblically counsel with the student to encourage personal responsibility, resolution and reconciliation.

**Retained in School Office**

A student may be retained in the school office until the administration deems it appropriate to send the student back to class. This is normally for one period, but could result in a longer period of time depending upon the attitude and behavior of the student. Lunch Detention

Students will be assigned detention during lunch for minor infractions. Failure to attend will result in an after-school detention.

**After School Detention**

After-school detention will meet in the principal's office from 3:40-4:40. Parents will be contacted by the school to schedule the detention. Students must serve their detention within three days of the infraction. Students may be assigned a work detail or asked to complete a homework assignment during detention. Failure to attend the detention will result in an additional after-school detention or Saturday detention. Work or extra-curricular activities are not an excuse for missing or not serving a detention.

**Saturday Detention**

Saturday detention will meet from 8:30-10:30 on Saturday in the gym. Parents will be contacted by the school to schedule the detention. Students may be assigned a work detail or asked to complete a homework assignment during detention. Failure to attend the detention will result in an additional Saturday detention or suspension. Work or extra-curricular activities are not an excuse for missing or not serving a detention.

**In-School Suspension (ISS)**

A student is isolated from classmates and assigned class work by the teacher, to be completed under supervision of school administration. Students will not be academically penalized nor given leniency during in-school suspension. Multiple suspensions in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CPA.

**Out of School Suspension (OSS)**

A student may be suspended at any time by the administration if such action is warranted. This occurs only in serious cases of misbehavior. At the discretion of the administration the student may be asked to serve a suspension at home. The student will remain at home to complete assigned class work under the supervision of the parent. Multiple suspensions in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CPA. Students who are assigned out-of-school suspension may not participate in extracurricular or co-curricular activities on the days assigned to the program. Students will not be academically penalized nor given leniency during out-of-school suspension.

**Expulsion**

If documented attempts to correct a student's misbehavior have failed, or if the offense is serious enough as to warrant the school's most drastic sanction, then the principal may recommend to the Executive Director that a student be expelled. Depending upon the circumstances, a student may be eligible for re-enrollment in CPA after the expulsion through an appeal.

The administration reserves the right to address situations not specifically addressed in the handbook, as they deem appropriate given the facts of the circumstances involved

### Appealing Discipline Decisions

Appeals to disciplinary action must follow the Matthew 18 principle, going first to the person who handed down the discipline. The last appeal should be made to the Executive Director whose decision will be final.

### Plagiarism/Cheating/Academic Integrity Pledge

All student assignments must uphold the Academic Integrity Pledge below.

*I pledge that this assignment was completed without dishonest gain. I have neither given nor received unauthorized help, nor observed any other student violating the Honor Code.*

Dishonest gain in academics is the effort of a student to intentionally mislead or deceive the teacher so as to avoid painful, just consequences, or to gain an undeserved benefit. Examples of dishonest gain include cheating or plagiarism. Plagiarism, the act of passing off another's work as your own, occurs when a student uses someone else's ideas without giving due credit. Plagiarism includes:

- Copying or receiving answers from other students
- Sharing or giving answers to other students
- Not citing references when facts or ideas are used in written work
- Using passages word for word in a paper without acknowledging the source

The first incident of plagiarism or cheating will be addressed by the classroom teacher and the Administration. The student will receive a zero on the assignment, a detention, and a report of the incident will be placed in his file.

Habitual plagiarism or cheating will result in expulsion.

### Substance Abuse Policy

CPA maintains a **ZERO TOLERANCE** policy toward the use of illicit (illegal) drugs. Specifically, this means that if a student is discovered with illicit substances on their person or within their sphere of control, they will be deemed in direct and purposeful violation of this policy and therefore present a significant threat to self, students and staff. Sphere of control for this purpose means within easy reach. Violation of the substance abuse policy will result in automatic expulsion.

The severe repercussions for possession of illicit or misuse of drugs/alcohol, either for personal use or for sale/distribution, are clearly delineated in the disciplinary policy. Application of punishment in this arena is **NON-DISCRETIONARY**. Furthermore, the school will in most cases immediately contact the Tulsa County Police Department.

HOWEVER, any student who **voluntarily** seeks assistance with a self-professed admitted drug use issue will be dealt with in Christian love and given assistance in the process of finding rehabilitation support. In seeking assistance, the student will be perceived as exhibiting a repentant heart. Discipline may be less severe pending recommendations and results from the appropriate treatment facility.

### **Pornography**

Students are not allowed to bring pornographic material, hard or soft, onto campus. This kind of material in any medium is not to be accessed, via internet, stored, or brought on campus. Violating this rule may result in expulsion from school.

### **Bullying Prevention Policy**

Crossover Preparatory Academy seeks to build a Christian community. Scripture encourages us to show justice, mercy and compassion toward one another. Given this standard, CPA will certainly not tolerate the intimidation or harassment of a student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

CPA recognizes the threat posed by the use of technology as a means of bullying students. Cyberbullying occurs when technology such as computers or cell phones are used to systematically intimidate, frighten, exclude or hurt others. CPA accepts that cyber-bullying most often occurs outside of school hours and not on school equipment. CPA has the authority to respond to off campus speech that has caused or could cause disruption to learning at CPA. When cyber-bullying impacts relationships in the school setting, the school will partner with parents and appropriate authorities to resolve issues created through cyber-bullying.

CPA expects students and/or faculty and staff to immediately report incidents of bullying to the administration. The faculty and staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

### **Other Conduct Policies**

#### **Lunchroom Conduct**

- Student IDs are not to be shared with another student for meal purchases.
- Talking should be at a low volume.
- Appropriate behavior and attitude must be maintained while in cafeteria line.
- Students must remain in the cafeteria or within designated/supervised outdoor areas.
- The tables and floors should be left in clean condition. Assigned students are responsible for cleaning tabletops.

#### **Gum, Food, Etc.**

Food is to be eaten in the cafeteria only. No gum is permitted at any time. No open food or drink is permitted in one's locker or classroom except for medical or academic purposes.

#### **Field Trips**

Students will be required to wear their school uniforms on all field trips. Exceptions will be made only if the students need to dress more formally or activity requires alternative attire.

### **Personal Belongings**

Students should not bring valuable items or unnecessary cash to school. CPA is not responsible for any items lost or stolen from students. Students are responsible for their own belongings. Any personal items brought to school should have the student's name written on it with permanent ink.

### **Student Use of Phones**

The school phones are business phones and may be used only for emergency calls. Students requesting to use the phone must present a valid reason. Students must ask the main office to use the office phone. Students may not use cell phones after Convocation. Cell phones should remain in student backpacks during school hours.

### **Dress Code Policy**

School uniforms will be worn every day except on Fridays. On Fridays students will be able to wear Crossover Lions gear to school in a display of school pride. Students will place uniform shirt orders through the school. School uniform:

#### **Lower Division**

Shirt: white or grey Crossover Prep polos; grey pullover or cardigan for cooler weather  
Pants: khaki colored slacks or shorts

#### **Upper Division**

Shirts: black or red Crossover Prep polos; grey pullover or cardigan for cooler weather  
Pants: khaki colored slacks or shorts

### **Dress Code Violations**

- Students and parents will be held responsible for complying with the dress code of CPA.
- Uniform items that are too small, too large, defaced, or torn (including removal of waistbands and belt loops), are not in compliance with the CPA dress code and **must be replaced**.
- Illegal dress items are subject to confiscation.
- Students' first violation of the CPA dress code will result in a warning and notification of the parent. Repeated disregard for the dress code will result in further discipline.
- Students in violation of the dress code are subject to being sent home to change or the parents will be contacted and asked to bring the child appropriate clothing for the day while the student waits in the office area. The student will not be allowed to return to class until he or she is in compliance with the dress code.
- Final decisions regarding discipline and compliance with the dress code are the responsibility of the Executive Director and/or Principal.

### **Computer and Internet Use Policy**

All students are responsible to follow these policies and procedures.

- Students shall not intentionally download, install, or use programs that damage or alter the computers or network. In addition, hacking, piracy, attempting to compromise network security, tampering with hardware or software, or vandalism of computer equipment are serious offenses that will result in disciplinary action as deemed appropriate by the CPA administration.

- Students may not bring software from home, download software of any kind from the Internet and install it on school computers, and make unauthorized copies of school software for their own use.
- Use of school computers and the Internet must be academically related. Students may not indiscriminately surf the net, play games, watch online videos for entertainment, or listen to unapproved music.
- Do not post personal contact information about yourself or other people.
- Students may not use staff / faculty computers without permission and supervision.
- Under no circumstances should a student provide his password to another person.
- Personal email, cloud storage, and social media sites are blocked on student computers unless special permission has been granted as required for concurrent enrollment or other academic purpose.
- Students may not engage in e-commerce activities on school computers.
- A crossoverprep.org email address is provided on an as-needed basis for academic purposes only. Students should not use school-provided email as their primary personal email account. Accounts will be disabled over the summer.
- Students must report any violation of these guidelines by any other individual. Students are expected to report any flaw in, or bypass of, network or Internet security.

### **Internet Filtering**

CPA has taken precautions to help protect students from inappropriate content on the Internet by filtering all internet traffic. A teacher or staff member will supervise the students' use of the Internet. Use of internet must always be teacher directed and academically related. While precautions are in place, it is impossible for CPA to restrict access to all controversial materials. If inappropriate content is mistakenly accessed on the Internet, students should immediately tell a teacher or CPA staff member. This will allow us to block any further accidental access to the inappropriate content. Students who try to undermine the filter, or purposely seek inappropriate material will be subject to disciplinary action as deemed appropriate by the CPA administration. All Internet activities are available for the CPA administration to review at any time. All students should be aware that the inappropriate use of electronic information resources will lead to disciplinary action as deemed appropriate by the CPA administration. The use of CPA computing facilities is a privilege, not a right.

### **Wireless Communication Devices**

**Wireless communication devices are not allowed in classes, restrooms, lunchroom and/or hallways.**

Wireless communication devices include, but are not limited to, the following: Mobile/cell/wireless telephones, one- or two-way pagers, or any other such device that enables any communication between two devices. Cameras on wireless communication devices **are included** in this listing.

- Students are prohibited from using the device during the school day.
- Group leaders can use cell phones before convocation to contact missing students.
- The device **must be turned off at all times** and unable to receive any communications during the school day. Included in this and **specifically prohibited** is text messaging or any type of "instant messaging."



- The device must be stored in a locker, automobile, or other location as indicated by the Executive Director and turned off.
- Misuse of the device will result in appropriate administrative disciplinary measures, including suspension.

**Procedure:**

First offense- phone taken and parent must pick up phone from school personnel.

Subsequent offenses- afterschool detention and parent required to pick up phone from school personnel.

## Health and Safety

### Health Insurance and Records

Crossover Preparatory Academy carries health/accident insurance for its students for accidents occurring at a school related event. This insurance is secondary for those families that have health insurance and can be used by families who are not otherwise covered by insurance. Parents/guardians must inform the school and keep current information regarding their health insurance and primary physicians in case of health emergencies.

Crossover Preparatory Academy students must have a health record on file showing proof of immunization. *Note: All applicants to CPA must submit updated immunization records to move forward in the enrollment process. Parents who have elected to not have their child immunized must obtain a waiver from the state of Oklahoma. Waiver forms are available in the Nurse's office.*

### Student Emergency Information

It is important that parents inform the School Office of any of the following information changes.

- Home address
- Home telephone number
- Cell phone numbers
- Employment telephone numbers for parents or guardian
- Email addresses
- Persons to notify in the event of an emergency when parent(s)/ guardian(s) cannot be reached

### Illness

- For **all** illnesses, students **must be fever-free for 24 hours without medication.**
- Any student with a **severe cough, sore throat and/or fever or pink eye** should **not** be sent to school. (See Communicable Diseases.)
- Any child with **diarrhea/vomiting** in the previous 24 hours should not be sent to school.
- Any child who is discovered to have **head lice** will be asked to **leave** school immediately and may not return to school until a school official has confirmed that the child is lice-free.
- A student with excessive **drainage or nasal discharge** should not be sent to school. Chronic allergic drainage must be documented by a doctor to allow admission.
- Students with a **temperature of or approaching 100°** should not be sent to school.

- Any child with a **temperature of 100°** will automatically be isolated until sent home. Parents are responsible for the transportation of any child sent home.
- The school staff may administer parent-provided acetaminophen (Tylenol) with parental permission\* for the following reasons:
  1. 100° temperature while waiting to be picked up by parent.
  2. Upon receiving a note that day from the parent to give it.
  3. After teacher or other staff member receives permission by phone.
  4. For headache/pain with parental permission.

All medication (or Tylenol needed on a regular basis) must be provided by the parent. (See Medication Policies below.)

- All students who need to leave school due to illness must report to the Nurse's Office for notification of the parents. Students may not use cell phones to call home.

\*Parents will have the opportunity on ParentsWeb to give general permission to the school to administer acetaminophen as needed.

### **Health/Illness Attendance Policies**

Minor Injury/Illness: Nurse is available for students who are not feeling well and for those who need minor first aid. The Nurse assesses the injury or symptoms and checks student information to determine appropriate care. Appropriate care will then be administered and/or the parents will be contacted for consultation. A *RenWeb* notification will also be emailed to parents of any child receiving medication in order to inform the parents of the type of medication given, dosage, and time.

When it is determined that a student has a fever above 100° Fahrenheit, or is not otherwise able to return to class, the parents/guardians, or designated alternates, will be called by the school office and requested to transport the child home. School employees, not students, must make the telephone call to the parents/guardians/alternates. Parents/guardians must identify to the school, and make arrangements with, a relative, friend, or neighbor as an alternate(s) to transport ill students home or otherwise when students must leave school early.

Serious Injury/Illnesses: If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), the Nurse in consultation with the Administrator will call 911 to obtain professional emergency services. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the administrator and/or the appropriate coach. The parents/guardians will be notified immediately. At all times the safety and well-being of the child will take first priority.

Medications: *No treatments shall be administered to a student without parental approval.* All medication must be provided by the parent and is to be in a container along with a written note from the parent giving permission for medicine to be given at school and must include the following information on the container:

1. Name of medication
2. Purpose of medication
3. Time or frequency of daily administration
4. Number of days that medication will be taken by student

5. Any special circumstances or side effects
6. Parent signature

*Non-prescription medications may be provided for students occasionally, with parent permission.*

### **Treatments**

The following “treatments” may be given to a student from the classroom first aid box, administered by the teacher, or while visiting the Nurse’s Office:

- Temperature taken with a sterilized and/or sheathed thermometer.
- Band-Aids (latex-free for students with latex allergies)
- First aid cream
- Soap and water
- Hydrogen peroxide
- Splinters removed with sterilized tweezers and/or sterilized needle
- Broken nails, hangnails trimmed with sterilized clippers or sterilized scissors
- Eye wash
- Ice pack (for 10 minute duration)
- Finger splint and/or gauze wrap
- Crackers (for nausea)
- Vaseline for chapped skin or lips (NOT for use inside of nose)
- Inhalers (only when provided by parent with detailed instructions on usage)
- Prescriptions (or any over-the-counter medications not listed) – **must be provided by parent with detailed instructions on usage.**
- Acetaminophen or ibuprofen, with parental approval

### **Communicable Diseases**

Crossover Preparatory Academy desires to maintain a healthy school environment by instituting alerts that are designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or school official that has reason to suspect that a student or school employee has a communicable disease will immediately notify the main school office of the suspicion.

School officials will follow guidelines established by the Oklahoma Department of Health in defining communicable diseases, identifying symptoms, reporting occurrences, and determining when exclusion from school attendance is necessary. A school official will report immediately to the local Department of Health the presence or suspected presence in CPA of students or school employees who have common symptoms suggesting an epidemic or outbreak possibility.

Any student or school employee with a communicable disease for which immunization is required by law or is otherwise available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and school employees with a communicable disease for which immunization is not available will be excluded from school until a physician certifies that they can safely return to school. If the nature of the disease and circumstances warrant, CPA may require an independent physician's examination of the student or school employee to verify the diagnosis of a

communicable disease and/or cure from such disease. CPA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to limit the spread of communicable diseases within the school.

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Chickenpox	13-21 days	At least 7 days after appearance of first crop of vesicles and when all blisters are scabbed over.
Conjunctivitis (Pink Eye)	3-5 days	24 hours after 1 <sup>st</sup> dose of medication
Epstein-Barre (Mono)	4-6 weeks	May return to school when fever-free. Rest is recommended – students may try to come for ½ day of school to keep up with school work
German Measles (Rubella)	14-21 days	<i>Until recovery</i>
Impetigo	2-5 days	<i>Until recovery</i>
Infectious Hepatitis	10-40 days	During acute symptoms (approx. 25 days) or at least 7 days
Measles (Rubella) 13-15 days	10 days to onset	At least 6 days after rash of illness,
Mumps (Parotitis)	12-16 days	To onset of rash At least 10 days and until the swelling of the glands has subsided
Poliomyelitis	7-14 days	7 days or for duration of fever if longer
Strep Infections	2-5 days	May return to school after being on antibiotic therapy for 24 hours – (or per doctor's instructions.)
Whooping Cough (Pertussis)	Usually 7-10 days	During early catarrhal period or until 21 days after appearance of paroxysmal cough and until recovery
Head Lice	-----	Treatment, nit removal, and approval of CPA school official

## Other Matters

### Parents or Students Transporting Students Other than Their Own Children or Themselves

Parents may not legally transport any Crossover Prep student, other than their own, to or from any other Crossover Prep event without prior authorization from school administration. Any parent may prearrange to pick up their child at the end of the event with the Crossover Prep supervisor in charge. If you desire to have your child picked up from a Crossover Prep event by someone other than yourself, you must pre-authorize this action in writing. Give it to the Crossover Prep supervisor of the event.

### Driver and Chaperone Instructions

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate how they take the time to support their child's school and its activities.

Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.

Please do not bring children not enrolled in the class without first communicating with the teacher. We encourage you to make other arrangements for younger siblings; however, we do realize that sometimes this is not possible. Please understand that for some field trips requiring reservations for admission, we are only allowed to add drivers/chaperones to our total number of participants. Please check with the teacher before bringing other children.

We ask our drivers and chaperones to follow these guidelines:

- Fill out an "Application for Qualified Driver Status," available in the main office.
- Please bring your cell phone with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately.

### Visitors

During school hours, all visitors to the campus, including parents, must check in at the office. A visitor's badge will be issued to approve visitors.

Visits by students from other schools can be arranged in advance for the lunch hour by contacting the office and by signing in at the office. Visits to classrooms must be approved by the principal and classroom teacher. Visits are limited, and no visitors will be allowed during testing time. Visitors are asked to wear attire equal to the student dress code.

### School Closing for Weather or Other Emergencies

School days canceled due to snow and/or icy roads **will be announced over local radio and television stations between 6:00 a.m. and 7:30 a.m.** The decision regarding school closings is difficult and complicated and is made with much thought and prayer.

- We will if at all possible **send an email** home indicating the decision that school is closed and also post it on the school website.

- **TV stations** – We will notify **Channels 2(Cox cable 9), 6, 8, and Fox 23.**
- **Late start** – In case the event of a delayed opening time, do not bring your child at the regular time due to lack of supervision.
- **Early closing** – While the school only closes during the school day as a ***last resort*** during severe weather, we ***strongly encourage*** parents to pick up their children when they deem it necessary for their family.
- **DO NOT** call or text the administration or faculty to find out about school closing.
- If CPA is closing early due to inclement weather conditions, all extra-curricular activities will be cancelled unless otherwise noted. Parents are required to pick up students in order to release the staff as early as possible.
- Late arrival due to hazardous driving conditions will be treated appropriately.

### **Search of Personal Property**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Crossover Prep has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Executive Director and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Executive Director or his designated agent, subject to legal impoundment.

To maintain overall school safety and security, Crossover Preparatory Academy has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

### **Student Records**

The School maintains student records, including a cumulative academic and guidance record. Materials in these records are treated as strictly confidential and available only according to the following policy:

1. No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the School.
2. Parents or guardians are allowed to inspect and review official records, files and data directly related to their child's academic progress, including materials that are incorporated into their child's cumulative file.
3. Parental requests to inspect and review official records relating to a child shall be made in writing to administration. Such requests usually will be honored within ten (10) school days following

receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Principal so that proper explanation may be given.

4. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian to any individual, agency, or organization other than the following:
  - a. staff members of the School who have legitimate educational necessity;
  - b. appropriate federal, state, or local authorities performing functions allowed by law, and or
  - c. officials of other schools in which the student intends to enroll. In all such cases, the parents or guardians of the student are to be notified of the transfer of records. No records shall be transferred to another school without the initiation of such by the parents or guardians through a signed parent release form supplied by either the sending school or receiving school, and/or
  - d. appropriate court or law enforcement officials, if the School is given a subpoena or court order
  - e. student leadership council members in supervisory roles over students;
5. Release of report cards and informational material to non-custodial parent
  - a. Non-custodial parents have equal access to report cards, teacher conferences, and so forth, together with the custodial parent.
  - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the appropriate Principal in order for the School to comply with the ruling. Such documents shall be placed in the student's regular file.
  - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, and so forth, the School will notify the custodial parent of the noncustodial parent's request.

## **Personnel**

### **Foundational Procedures**

- I. Each faculty/staff member of Crossover Preparatory Academy, affirms that he or she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23). Each faculty/staff member gives testimony that he or she has a sense of God's will, that serving in a Christian school is his or her calling, and that teaching in a Christian school is God's direction.
- II. Each faculty/staff member of Crossover Preparatory Academy is required to sign a contract which states that he or she recognizes, understands, and agrees to live by the moral and ethical standards of the school. He or she further declares that he or she is not engaged in

inappropriate moral conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law.

- III. Each faculty/staff member of Crossover Preparatory Academy is provided with an employment contract and a job description and agrees to carry out the requirements of that contract and job description to the best of his abilities.

## **Evaluation**

### **Faculty 'Milk to Meat' Evaluation Protocol**

This evaluation protocol is formative in nature; nurturing to a faculty culture of excellence and mutual encouragement; and designed both to grow people and improve performance for the good of student learning.

### **Biblical Foundations**

Hebrews 5: 12-14 offers a basis for our evaluation at Crossover Prep. "For though by this time you ought to be teachers, you need someone to teach you again the basic principles of the oracles of God. You need milk, not solid food, for everyone who lives on milk is unskilled in the word of righteousness, since he is a child. But solid food is for the mature, for those who have powers of discernment trained by constant practice to distinguish good from evil."

The point here for us is not that the word "teacher" appears, but that a scriptural principle of milk and meat is taught. If we are not growing spiritually, we are not healthy spiritually. This is no pressure push, but simply the appropriate nourishment of a growing body. We believe this applies to professional development and faculty evaluation as well.

A system of evaluation which primarily or entirely 'inspects what we expect' is a system stuck in the milk of professional practice. It assumes somehow that as administration we know all that a teacher should be doing, and we supervise to see that that is what they are doing. We hang a number on the performance and call it evaluative accountability.

We believe there is a scripturally guided program available which encourages and supports teachers moving from milk to meat in their obedience to God's call in the lives of their students.

### **Professional Foundations**

There are strong professional models of just such a system, though they do not apply the same scriptural foundation to it; they don't seek scriptural grounding at all, but they offer it as a best practice for professional growth, faculty culture, and student learning.

Independent School Management (ISM) has a system called Meaningful Faculty Evaluation developed by their Senior Consultant Walker Buckalew which evidences many features of this system. It has, perhaps, a heavier focus on faculty culture analysis than we find most effective for our school and our teachers, but it is a formative evaluation system whereby teachers prepare professional goals in consultation with



their administrative leadership and monitor growth in those areas in ongoing connection with supervisors.

A more recent offering, also in the area of professional growth through formative assessment, is the Folio Collaborative, initiated by McDonough School in Baltimore in 2007 and now having 94 of the finest independent and Christian schools in the country participating. The system uses technology in flexible ways for school implementation of the system and sets a high bar for faculty growth through independently established and validated strategies including the Fierce Conversation and Crucial Conversation models for goal-setting and goal-assessing teamwork between faculty members and their instructional leaders.

It is important to be aware, also, that numerous Human Resources and Organizational Development leaders in corporate evaluative process are employing similar transformations of the performance review standard of summative assessment which functions as a poor predictor of employee success and a very ineffective tool for employee development.

### **Evaluation Protocol**

Description of the process is deceptively simple; effective implementation is especially difficult. It calls for trust between faculty and administration and a faculty culture of continuous improvement to work at its best.

A school year begins with the faculty member writing two professional growth goals for the year, in some cases aided by a preliminary conversation with their administrator and in others just preparing the goal in light of their teaching assessment and, perhaps, previous conversations with their administrator.

The goals must be measurable in the broad sense of being amenable to progressive assessment. They need not produce a number or be counted, but they must be defined in ways that the teacher and administrator can judge progress and growth through the course of the year.

The goals may relate to shared growth priorities of the school or the division for the year, or may be simply additional and specific to areas of desired growth for the individual teacher.

Normally, personally chosen goals will function best for faculty professional growth, but the administrator does need to be in accord with the goals as stated. It is possible a modification may bring agreement between teacher and administrator.

Conversation between the administrator and faculty member must identify any necessary supports which the teacher needs the school to provide for successful attainment of this goal. These might include particularly focused observations on the part of the administrator at the teacher's request, videotaping of lessons, release time to observe in other school classes or at other schools, professional training at seminars or in courses, and any number of other measures which can be supportive for growth.

These goals become a guide for some of the teacher and administrator interaction through the year, though they don't preclude other subjects of professional interaction. Agreed measurement protocols may include midstream and endpoint conversations for shared evaluation of progress on the chosen goals.

The process is simple, but the potential for growth is powerful. Committed, gifted, called teachers are being encouraged and held appropriately accountable for growth in self-identified areas which call for improvement. It is certainly hoped and expected that some of this improvement will be observed in student growth and learning performance as well as increased confidence, facility and expertise for the teacher in classroom practice. The fundamental nature of the enterprise is also helpful for equipping a faculty culture for shared pursuit of improvement goals. Finally, through the totality of formative evaluative activity, administrators will likely see appropriate areas for shared divisional or schoolwide growth for the future.

The protocol looks for teacher pursuit of individual excellence to help the overall quality of the faculty as a whole. There is no glass ceiling on performance based on the administrator's limitations or preconceptions. There is not an annual repetition of set expectations for teaching performance which measure out somewhere above the minimum threshold competencies expected of all teachers, but which quite clearly struggle to identify or encourage ways that each faculty member can and should be growing from the milk to the meat of their positive teaching impact on each of his or her students.

### **One Proviso and One Extension**

The proviso is this: the evaluative protocol is, in no way naïve about people always doing their best and never failing to meet appropriate and necessary expectations. The protocol, however, is built on the foundation of encouraging the best in professional practice. Alternatively, a system built on protection from the worst in practice is always heavily ballasted against empowering encouragement and breakthrough professional insight and performance. It wants people to stay out of trouble as a prime objective. For this 'Milk to Meat' evaluative protocol, faculty must be meeting and regularly exceeding a minimum threshold competence in the performance of their duties. If they fall below this mark multiple times, then the alternative system of Professional Improvement Plan must be implemented. It is described separately.

The extension is this: in a school, the faculty are the lynchpin of student growth. Professional growth focus is appropriately right there on the teachers. But staff members also play vital roles in the experience and even growth of students. A modified system with less time applied but similar principles used and implementation carried out often by staff supervisors rather than educational administrators will be used for staff evaluation.

### **Professional Improvement Plan**

If an employee's job performance falls below the threshold of minimum expected competence, the supervisor will notify the employee that the Professional Improvement Plan is being invoked.

The employee will be assigned an intensive correction period and will be informed of the reasons for the action. During the correction period, the supervisor will continue to assist the employee to improve, giving regular performance feedback while at the same time gathering data by which to make a recommendation at the conclusion of the period.

Some combination of the following could be expected in the improvement plan in writing:

- a. Identifying specific weaknesses and concerns.
- b. Appointing a support team. (Peer teacher – Department Head – Other administrators)
- c. Develop an intervention plan, possibly including: Increased frequency of classroom visits, Follow-up conferences, Charting of progress or improvement, or notations about falling short of goals

At the period's conclusion, one of three decisions will be made by the school administration:

- a. Improvement is adequate—return to interaction under the normal evaluation protocol
- b. Some improvement noted, but short of goals—Intensive correction period extended.
- c. Improvement is inadequate—employment will not be extended beyond current contract.

### **Termination of Employment**

When, during the term of the contract it appears that severance of the contract must be made by Crossover Preparatory Academy, reason shall be given to the teacher in writing. Reason for involuntary termination of the employment shall include but not be limited to:

- 1. Immoral or unprofessional conduct
- 2. Commission, aiding or advocating of acts of a criminal nature
- 3. Dishonesty
- 4. Incompetence
- 5. Physical or mental condition disqualifying him/her to instruct, supervise or associate with children.
- 6. Continued violation or refusal to conform to rules or regulations of the Board as set out in the contract or Faculty Handbook
- 7. Conviction of a felony or any crime involving moral turpitude
- 8. Other evidence of unfitness for service.
- 9. Lack of adequate enrollment.

Notice of dismissal shall be in writing and delivered in person or by certified mail to the last known address.

## **Curriculum**

### **Biblical Foundations of Curriculum**

What scriptural guidance do we have for curricular choices? For something as vital as the teaching of a student, we can expect God's Word to give us direction. In the Christian school, we look all the more for that guidance in our development of curriculum.

### **Caution for Teachers**

As James admonishes, "Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly." (James 3:1) He goes on to remind us that none are perfect ("all stumble in many ways"), but the responsibility he wants to emphasize remains clear.

We must take the full counsel of God's Word seriously. We must consider our effect on others, even particularly on our students. "If anyone causes one of these little ones to sin, it would be better for him to have a millstone hung around his neck and to be drowned in the depths of the sea." (Mt. 18: 6) The same passage (vs. 8-9) calls us to take our own sin as seriously, it being better to be without hand, foot or eye if these cause us to sin.

### **Positive Mandate for Teaching**

Certainly, the greatest portion of our responsibility is positive rather than that of avoidance. We are to help our students grow into the fullness of God's created intent for them. We are to teach our students about the Lord and His Creation. We are to teach them His Word. As in the Shema, we are to "impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deut. 6:7) Fathers are not to exasperate their children, but rather "bring them up in the training and instruction of the Lord." (Eph. 6:4) The Christian school, as too the church, with the Christian home, seeks to partner in that high calling.

### **Scriptural Precedent: Good and Bad Examples**

Specifically, how are we guided in curricular choices? God teaches us through history and guides our interpretation through the Bible. There is the 'Hall of Faith' of Hebrews 11 where we learn from the positive examples of those who have gone before. Also, we learn from the Israelites who wandered in the desert. We are told "God was not pleased with most of them," (1 Cor. 10:5) but are also told that "these things occurred as examples to keep us from setting our hearts on evil things as they did." (vs. 6)

A biblical view beginning in Genesis shows us the faith of Abram in the promise of God but his fear as well in misusing Sarai as he hid her identity. We receive the clear view of sovereignty shown in the life of Joseph and understood by him (Gen. 50:20), alongside the clear lack of such faith in Sarai's and Abram's use of her maidservant Hagar. As with any of us, the life of Abram/Abraham shows both the choices of the flesh and the choices of faith. Some of the examples get even harder to take, as with Lot offering his daughters to the men of Sodom or with his daughters' sexual deception of him, but the examples of faith and righteousness continue as well in Abraham's willingness to offer Isaac or the earlier faithful obedience of Noah.

### **Balance Guided by Excellence**

What balance do we find as we consider Paul's command to the Philippians? "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Phil. 4:8) As scripture interprets scripture, and "all Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness," (2 Tim. 3:16) we know that the choices of sin and its consequences can be for us trustworthy examples. In this use, the examples are, in fact, admirable and excellent, though in no sense would the sin itself be so. While we protect the innocence which our students have, we do not deceive ourselves that they are innocent. They are sinful as we are sinful. Their hearts, as ours, are "deceitful" (Jer. 17:9), and sometimes an example of sin can bring conviction of sin. This teaching must always be appropriate to the age of the student and sensitive to the differences among students.

Surely most of what we place before our students will be praiseworthy choices to emulate, but we teach them truthfully and our words ring true with them when we make clear that we claim no righteous perfection ourselves and will not teach them of a world in which it is all we will speak of. Otherwise,

how could we teach them gratefully and joyfully and humbly of God's exceeding, abundant, amazing Grace?

### **Use of Literature**

Just as this is true of our teaching the Bible to our students, it is also true as we teach them great literature. Certainly there is no place for using base materials for which nothing can be said other than that they "expose" students to the world. Such exposure is something we are to protect them from. Teaching them discernment, however, with great literature as a guide, is teaching students the way our Lord teaches us through His Word.

We even have an example in Daniel which may guide us in the godly instruction of sojourners, those whose citizenship is not in the land which they inhabit. Being taught in Babylonian captivity, Daniel and the others, were, in fact, taught by their Lord. "To these four young men God gave knowledge and understanding of all kinds of literature and learning." (Dan. 1:17) Daniel's example is also manifestly one of obedience to the particular commands of God. The literature of the Babylonians was not Daniel's standard of truth, yet God did use this learning to show His faithful ones "in every matter of wisdom and understanding...ten times better than all the magicians and enchanters." (Dan. 1:20)

### **Encouraging Discernment**

Choices we make in curriculum to teach our students are in light of God's objectives of wisdom and discernment. Paul prays for the Philippians "that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ – to the glory and praise of God." (Phil. 1: 9-11)

Further, this scripture, along with so many others, shows that our enterprise is no sterile, intellectual undertaking. We are not teaching some abstract truth separate from choice and behavior and real life. Such teaching is described well by Paul to the Colossians as "...empty deception, according to the tradition of men..." (Col. 2: 8) Biblical truth is lived truth, found to fit life as our Creator has made it.

Our prayer is that our students understand this world with God-given insight so that they will not "conform any longer to the pattern of this world, but be transformed by the renewing of (their) mind(s)." (Rom. 12:2) In the full-orbed truth of God, our students will know and reject the world system – "the cravings of sinful man, the lust of his eyes and the boasting of what he has and does" (1 Jn. 2:16) – while knowing the beauty of creation in which "God's invisible qualities – his eternal power and divine nature – have been clearly seen, being understood from what has been made." (Rom. 1:20)

### **Freedom to Build Up**

As we teach students discernment it calls for wise discernment on our part. Our freedom to choose in teaching is a freedom like any believer's toward others – a freedom to build up. Paul exhorts the Corinthians in their strife over idols, their temple meals and the meat sacrificed to them: " 'Everything is permissible' – but not everything is beneficial. 'Everything is permissible' – but not everything is constructive." (1 Cor. 10:23 and following) He makes the freedom clear, saying "why should my freedom be judged by another's conscience?" He also makes clear that knowledge – which the Corinthians so prided themselves in – was not to rule; the guide was love. He says "Do not cause anyone

to stumble, whether Jews, Greeks or the church of God...I am not seeking my own good but the good of many."

A context for these choices is certainly required. Examples and choices which would keep Greeks clear from stumbling might be exactly what would trip up the Jews and neither might be safe from the offense of the gospel and Christ, its stumbling block, when the believer acted as called to by the freedom of the gospel in the church of God. The issue runs its way through portions of the books of Acts, Romans, Corinthians, Galatians, and Colossians at least.

At one point, Paul seems to show the 'safe' position as just avoiding it: "Therefore, if what I eat causes my brother to fall into sin, I will never eat meat again, so that I will not cause him to fall." (1 Cor. 8:13) Later in the book, though, "eat whatever is put before you" (1 Cor. 10:27) is his statement when issues of conscience have not been raised.

When the issue was the requirement of circumcision for all believers, though, the council of the church at Jerusalem (Acts 15) and Paul (in Galatians) saw the clear truth of the gospel at stake. Salvation for the uncircumcised through Christ (for in Him was true circumcision) was an offense that God intended for the gospel to make. Further, to the Colossians, Paul made it clear that a requirement to eat and drink or to abstain and to celebrate certain days and festivals were challenges to the truth. (Col. 2:16) While taking God's Word seriously in study and obedience shows this to be an issue of some complexity, we are definitely not left without solid boundaries for behavior.

Concern for our students' health and growth in the faith, and sensitivity to the consciences of our parents will be explicit priorities for us as we make curricular choices. The pattern of the Bible itself which we follow will lead us into topics of question and disagreement. We do not expect our literature choices to always be without controversy. Our choices, however, will be done seeking the guidance of love for others and not simple exercise of freedom for ourselves.

### **Our Example**

A final point of emphasis is important in our biblical foundation of curriculum. Curricular choices and the teaching of students are not limited in effect to the reading material itself. While obvious, it is vital to emphasize this.

The teacher is a God-given part of the enlightening and nurture and challenge and encouragement and mentoring of that student. This is true most directly as the teacher gives context and seeks understanding among the students for the materials being read. It is true most importantly in who that teacher is to his students.

While we always want to be lifting up Christ, our Lord, as the example for our students, we have a personal role to play as example and mentor. Paul says to the Corinthians: "Follow my example, as I follow the example of Christ." (1 Cor. 11:1) While our humility about our own daily need for God's forgiveness should be clear, we must also take seriously the call to walk in the way of Christ. It relates to our choices, to our actions, to our attitudes, to our words – to the whole of our lives.

And the standard is not just one of fleeing the wrong things, but more pursuing the right ones. Our students should see us loving our Lord and His Word, growing in knowledge and prayer, living in a church body of fellowship and strong teaching, showing the compassionate heart of Christ, speaking of

His gracious presence in our lives – evidencing the life of a Christ-follower loving the Lord and, most of all, being loved by Him. This is a witness of power which will, at the very least, plant seeds with our students. This is a life which shows the Holy Spirit resident and Christ ruling as a loving Lord. This is a life ready for the Father to use to bring sinners and glory to Himself.

## **Creating Curriculum**

### **Philosophy**

Philosophically, our school holds with the Christian intellectual tradition of the ages that "all truth is God's truth." This means that the Bible is our final authority in all matters of belief and practice concerning the character of God, the nature of human beings, and how we are called to live in this world. But all truth about everything is not contained in the Bible. The Psalmist reminds us in Psalm 19: "The heavens declare the glory of God." In other words, in matters that the Bible does not address—learning the alphabet, building cars, learning multiplication tables, writing essays, designing bridges — we are free to explore the ordered world God has created with the creative minds God has given us. The Christian school explores these arenas of truth under the authority of Scripture, in the light of our historical faith, with the guidance of wise teachers, and in the love of a community of faith. We seek to be channels of the Holy Spirit as He guides us and our students "into all truth." (John 16:13)

Under this authority and within this framework, Christian educators are free to choose whatever books, topics, assignments, or methods best help the students learn truth, develop the skills, and acquire the wisdom which are to be found in a particular subject at a given age. Such choices must be made carefully by consensus of several teachers, since there are no explicit guidelines in the Bible about which books or topics comprise a Christian curriculum. The Bible itself is made up of history, sermon, epistles, parables, prophecies, poetry (some sensual and some violent), and includes great heroes, ruthless sinners, the faithful, adulterers, lovers, liars, incest, angels, thieves, praise, and pure doctrine. In other words, the people of God have always been free to think, read, experience, explore, test, build, and do those things not expressly forbidden in Scripture, within the boundaries of conscience and love.

Not only is this the clear teaching and practice of God's people—"It is for freedom Christ has set you free!" (Gal. 5:1)--but the very canon of Scripture. God's authoritative Word to us is revealed in 66 truthful, beautiful, complicated, and penetrating books which cannot be reduced to Ten Commandments, four spiritual laws, one powerful idea, or my favorite verse. Even if we only studied the Bible as the exclusive rather than the final source of truth, we would have to school our minds and our hearts to discern by God's guidance in His written Word. We have the admonition of Scripture to think on what is true, noble, right, pure, lovely, admirable, excellent or praiseworthy (Philippians 4:8) matched with the example of Scripture that godly teaching encompasses the whole of human life.

Since as Christian educators we are free, like Christians in law, medicine, business, and technology, we pursue with our students all the great writings, artifacts, laws of nature, principles of thought, and issues of our time that enable us to more fully understand God's world and serve God's purposes. This means that we explore with our students great readings and great ideas that may include topics and language that reveal a sinful world. However, through the context of a master writer and under the mentoring of a Christian teacher, even those parts which describe human depravity show it to be depraved and often point to the need for redemption. The question then is not whether a book contains a word or scene that is in itself offensive, but whether the whole story as taught by a Christian teacher portrays truth. The same principles are used by our faculty in choosing to talk about the horrors of war such as the Nazi

prison camps or the issues of our time such as sexual promiscuity: what does the Bible say, what has the Christian Church said, and what do the best thinkers of the past and present say?

### **Procedures**

The shaping of curriculum is under the authority of the faculty as led by the administration, with final accountability to the Executive Director. The Board of Directors has delegated this authority to the Executive Director as instructional leader of the school. The Executive Director's responsibility is to make certain that spiritually mature and academically competent teachers and administrators are employed. The Executive Director works with the Principal so that the curriculum conforms to and fulfills Crossover Prep's mission and purpose. Minor changes to curriculum will be made through consultation among multiple teachers; substantial changes will include consultation with the Principal. Any changes which might be deemed controversial or of uncertain acceptability will include specific involvement of the Executive Director as well.

If there is a concern or controversy over any aspect of the curriculum, students and parents should first go to the individual teacher or librarian to address the issue. When the issue cannot be resolved at that level, they should then meet with the Principal. The Executive Director has final authority to evaluate such disagreements if a parent or student still wants to pursue the conflict. In the meantime, teachers and administrators will try to honor the individual student's or parent's conscience in areas where they disagree. Our intention is to take serious disagreements seriously while avoiding sudden changes in a curriculum which has been prayerfully and deliberately shaped over time by many teachers and administrators.

Our assurance to our students and parents is that we as a faculty love the Lord, love our students, and love teaching. We do nothing that we believe would hurt a student; we do everything to inspire and enable them to grow in grace and knowledge of the Truth. In partnership with the family, Crossover Preparatory Academy makes each and every curricular and co-curricular choice with the desire that the fullness of God's creative intent for each child be realized, and that we glorify God in all that we do.

### **Technology: Foundational Commitments and Strategic Initiatives**

The pencil was new technology of an earlier generation. It's not a technology we fear, expect to do without or even really recognize as such, but we also don't expect the pencil to do our teaching for us or, in bigger vision terms, to create our educational transformation for us. It is a powerful and extremely useful tool, though one which may soon be supplanted after about 500 years.

Computers -- as mechanical devices invented by Babbage -- have been around in different forms for about 200 years but used by students in schools for about the last 50 years. They have made relatively little difference until "the box" got connected to others onsite and offsite. Connectivity has made the difference. The Internet has become common in schools only over the last 10 years.

We would be of the camp which thinks connectivity through digital devices is likely to stick around. Therefore, we are actively including this in our educational strategies, processing it within our educational philosophy, and planning for it amidst our educational techniques.



### **Biblical Integration**

For the power which the Lord can put into our hands and the hands of our students through connected technology, we look to Psalm 18:33-35 for guidance. Here, David offers a praise song of deliverance to the Lord for protecting both David and the righteous cause, then taking him on to victory.

*“He made my feet like the feet of a deer and set me secure on the heights. He trains my hands for war, so that my arms can bend a bow of bronze. You have given me the shield of your salvation, and your right hand supported me, and your gentleness made me great.” (Psalm 18:33-35)*

God gives security, strength in gentleness, and power through use of the weapons of the time for a righteous cause. We would see connected technology as just such a “bow of bronze” in which we want our students trained well.

More in the abstract of learning and knowledge, we seek the Lord’s empowering of our students like Daniel, of whom it was said: “And in every matter of wisdom and understanding about which the king inquired of them, he found them ten times better than all the magicians and enchanters that were in all his kingdom.” (Daniel 1:20)

We are also aware of the power for evil which rests in the incredible potential of connected technology. As James 3:4-5 says of the tongue: “Look at the ships also: though they are so large and are driven by strong winds, they are guided by a very small rudder wherever the will of the pilot directs. So also the tongue is a small member, yet it boasts of great things. How great a forest is set ablaze by such a small fire.”

We don’t run scared, but we lead cautiously. It is a continuous objective of our technology program first to protect the children with what measures technology itself offers and, even more importantly, to grow our students in discernment and resolve of character so that they seek God’s care through the Holy Spirit as their own filter against all the ways this power can be used wrongly.

### **The power of connected technology**

We simply state these at this point, but note them as illustrative as the potential and power within this relatively new entry to the educational landscape. These are truly transformative effects of a sea change.

- Cooperative Learning – not new but facilitated and multiplied by connected technology
- Empowered Learning – speed, reach and engagement in research, presentation, processing
- Distributed Learning – bringing remote sources of interest and expertise into direct engagement with our students in our classrooms for depth, variety, specificity, remediation and acceleration
- Integrative Learning – natural encouragement to connect the sometimes unnaturally separated disciplines of our educational programs into integrated projects, problem-based learning, subject-based cross-disciplinary work, and mixed methodology pedagogies
- Personalized Learning – utilizing adaptive learning technologies to give more than a course or reading level individualization of curriculum to student needs, but truly offering the personalizing present in a Socratic dialog to students in any study and throughout any class

#### Elements of our connected technology program in digital learning

- Exposure Introduction – While this used to be considered one of the primary components of a school technology program, we recognize that educating our digital natives brings only certain developmentally-matched needs in this area rather than a wholesale need to bring a new world to our students
- Alongside Instruction – We are developing an identification of threshold competencies in which we will train our students and for mastery of which we will be assessing our students. Examples might include keyboarding, basic word processing, personal online security, presentation development through software usage, rudimentary coding, awareness of networked computing structures, personal and network security protections, web design considerations and tools, etc.
- Classroom Integration – To validly prepare our students for technology use in the world into which they are growing, we must use the technology in the day to day process of learning and instruction. Digital learning should not be exclusive among our pedagogies, but by the same token, digital learning cannot be excluded from our classroom in any grade or subject area. The challenges for equipping/resourcing are significant, but the truly daunting tasks are those of ongoing training and support for teaching throughout our school. The use by students and teachers of digital technology and online connection should be – secondarily – a reinforcement of threshold competencies which we are training in and expecting. Primarily though, connected technology is empowering that our teaching and learning simply must use for our school to be competitive and our students to be prepared.

## **Personnel**

### **Job Descriptions**

#### **Executive Director**

##### **Responsible to:**

1. Crossover Community Impact Executive Director

##### **Responsible for:**

1. Providing leadership and oversight to the development and operation of Crossover Preparatory Academy.

##### **Qualifications:**

1. Visionary leader.
2. Displays a strong personal faith in Jesus Christ that can impact the entire school.
3. Strong organizational and strategic planning skills.
4. Administrative skills.
5. Possesses and conveys leadership qualities.
6. Self-motivated and well organized.
7. Strong communication skills.
8. A master's degree from an accredited institution.
9. Willing to live in North Tulsa and become a member of Crossover Bible Church.

##### **Responsibilities:**

1. **Facilitating Vision, Mission, Goals, and Objectives**
  - a. Serve as the visionary for Crossover Preparatory Academy and the chief facilitator and communicator of the vision statement.
  - b. Establish and further the mission of Crossover Preparatory Academy, ensuring that all operations and activities are consistent with and contribute to the goals and objectives designed to facilitate its mission.
2. **Staffing**
  - a. Hiring, placement, and dismissal of all employees of Crossover Preparatory Academy.
  - b. Exercising and delegating the supervision of all staff.
3. **Program Development and Expansion**
  - a. Develop strategic plans for the development and expansion of Crossover Preparatory Academy.
  - b. Facilitate the plans of the Advisory Board of Crossover Preparatory Academy.
4. **Public Relations**
  - a. Serve as the official spokesman for Crossover Preparatory Academy.
  - b. Promote Crossover Preparatory Academy to the public and to its primary stakeholders (parents, students, investors).
5. **Budget Development and Supervision**
  - a. Develop an annual operating and capital budget for Crossover Preparatory Academy.
  - b. Oversee the implementation of the budget.

## Principal Job Description

### Responsible to:

2. Executive Director

### Responsible for:

2. Providing leadership for the teaching, learning, and operations of Crossover Preparatory Academy consistent with the mission, goals, and objectives of Crossover Preparatory Academy.

### Qualifications:

10. Experienced classroom teacher.
11. Displays a strong personal faith in Jesus Christ that can impact the entire school.
12. Strong management skills.
13. State or ACSI certification recommended.
14. Possesses and conveys leadership qualities.
15. Self-motivated and well organized.
16. Strong communication skills.
17. A master's degree in related field recommended.
18. Lives in North Tulsa and is a member of Crossover Bible Church.

### Responsibilities:

#### 6. School Development

- a. Design, develop, and implement a program for the growth and improvement of the school.
- b. Implement strategic plans adopted by the advisory board.

#### 7. Teacher Training and Supervision

- a. Facilitate programs and opportunities for the personal and professional development of the school faculty.
- b. Periodically observe and evaluate acuity providing constructive feedback, encouragement, and recommendations.

#### 8. Student Affairs

- a. Assign students to classes.
- b. Implement policies and procedures governing student expectations, behavior, discipline, and other matters as outlined in the student handbook.
- c. Maintain biblical community.

#### 9. Parental Affairs

- a. Encourage strong parental involvement in academic affairs.
- b. Oversee parent/teacher support sessions.

#### 10. Instructional and Program Services

- a. Give oversight to student assessment services.
- b. Give oversight to volunteer placement, tutoring, extracurricular activities, special school programs, and other services.
- c. Develop and maintain college preparatory curriculum and instruction that is distinctively Christian.

#### 11. Staff Placement

- a. Assign and place specialty and support teachers and staff.
- b. Supervise, observe, and evaluate specialty and support teachers and staff.

## **Athletic Director Job Description**

### **Responsible to:**

3. Crossover Preparatory Academy Executive Director

### **Responsible for:**

3. Exercising oversight over the athletic programs for all Crossover Prep (CPA) and Sports Association (CSA) athletics including supervision of all personnel in developing and maintaining a viable program. With approval of the Executive Director hires and fires all coaches. This position supervises all coaches, parent volunteers, athletic-scholars, and CPA and CSA sporting events. Performance will be evaluated by the Executive Director based on this job description.

### **Qualifications:**

19. A Bachelor degree from an accredited institution.
20. Displays a strong personal faith in Jesus Christ impacting the entire athletic program.
21. Ability to work and cooperate with other staff members, parents, and students.
22. Must possess administrative skills and possess and convey leadership qualities.
23. Must be self-motivated and well organized.
24. Needs to portray experiences in the areas of Physical Education, athletics, scheduling, and coaching skills.
25. Willing to live in North Tulsa and become a member of Crossover Bible Church.

### **Responsibilities:**

#### **12. Supervision**

- a. Supervise all CPA and CSA head coaches providing direction and advice.
- b. First line intervention with coaches, athletic-scholars, parents of athletic-scholars, and spectators.
- c. Encourages and instructs athletic-scholars, students and fans in good sportsmanship.
- d. Oversees the general physical fitness and athletic development of all CPA students.

#### **13. Planning**

- a. Plan CPA and CSA athletic programs for the entire year in relation to OSSAA and other relevant league regulations and CPA school annual calendar.
- b. Approve coaches' scheduling of athletic events.
- c. Participate with other league athletic directors in planning, coordinating and implementing league games, events and activities.
- d. Advise and coordinate with CSA assistant athletic director
- e. Work closely with CPA administrative assistant ensuring all CPA athletic events are on the master school calendar.
- f. Plan CPA and CSA athletic travel, including travel dates, numbers for travel, departure and return times.

#### **14. Staffing**

- a. In consultation with the Executive Director, makes recommendations for the hiring of CPA head coaches.
- b. Recruit volunteer CSA head and assistant coaches.
- c. Assist CPA head coaches in the selection of assistant coaches and volunteers.
- d. Provide for orientation, direction and training of CPA and CSA coaches.
- e. As a servant leader, help the coaches succeed in their programs.

#### **15. Administration**

- a. Compile, verify, and send all OSSAA eligibility reports including all hardship requests for eligibility to OSSAA.
- b. Remain current on all rule and eligibility changes within OSSAA and any other relevant league rules for CSA and keep all coaches informed.
- c. Maintain file of athletic-scholar records such as physical examination forms; rosters; eligibility forms; accomplishments and awards.
- d. Order all letters and sports awards needed through recommendation from each CPA and CSA head coach.
- e. Plan and provide for all officials for CPA and CSA athletic events.
- f. Management of all athletic gear; schedule practices and competition facilities and location; maintain athletic equipment and recommend purchase and replacements.

**16. Business and Financial Responsibility**

- a. In collaboration with coaches from each sport provide CPA Executive Director with a yearly program budget. You will provide CCI Executive Director with a yearly program director for CSA sports.
- b. Arrange game gate attendants; manage and deposit gate money with CPA and CSA bookkeeper.
- c. Develop and implement a comprehensive marketing and development strategy including but not limited to a booster club, local business advertisement, fund raising, grant-writing, and overall branding.
- d. Works with the Executive Director for the development and implementation of state tournament budget, monies and arrangements.

**17. Public Relations**

- a. Serve as the spokesman and promoter of athletics at CPA and CSA.
- b. Coordinate and assist visiting teams and arrange for needed services
- c. Schedule and plan for sports' awards programs at season end of each CPA and CSA season.

## Teacher Job Description

### Responsible to:

4. Principal

### Responsible for:

4. Planning, organizing and implementing an appropriate instructional program that guides and encourages students to develop and fulfill their academic potential.

### Qualifications:

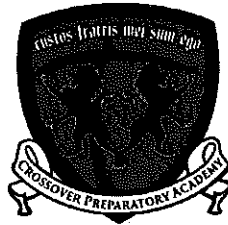
26. B.A/B.S degree from an accredited institution.
27. Displays a strong personal faith in Jesus Christ that can impact their students.
28. Oklahoma State certification in teaching in appropriate subject area.
29. Ability to establish and maintain cooperative and effective working relationships with others.
30. Ability to communicate effectively orally and in writing.
31. Must have the ability and proven ability to report to work on a regular and punctual basis.
32. Knowledge and implementation of relevant technology.
33. Meet professional teacher education requirements of school.
34. Willing to live in North Tulsa and become a member of Crossover Bible Church.

### Responsibilities:

18. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
19. Develop lesson plans and tests that are in accordance with established procedures and curriculum.
20. Instruct and monitor students in the use of learning materials and equipment.
21. Use relevant technology to support and differentiate instruction.
22. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
23. Maintain discipline in accordance with the rules and disciplinary systems of the school.
24. Provide appropriate feedback on work.
25. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
26. Maintain accurate and complete records of students' progress and development.
27. Update all necessary records accurately and completely as required by laws and school policies.
28. Prepare required reports on students and activities.
29. Participate in department, school, and parent meetings.
30. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
31. Establish and communicate clear objectives for all learning activities.
32. Prepare classroom for class activities.
33. Provide a variety of learning materials and resources for use in educational activities.
34. Observe and evaluate student's performance and development.
35. Assign and grade class work, homework, tests and assignments.
36. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- 37.** Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- 38.** Participate in appropriate professional activities.
- 39.** Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- 40.** Other duties as assigned.





940 E. 36<sup>TH</sup> St. N.  
Tulsa, OK 74106  
918-986-7499 ~ fax 539-202-2429

### **CERTIFIED STAFF CONTRACT**

Believing that God has led in this decision, the Executive Director of Crossover Preparatory Academy has appointed \_\_\_\_\_ as \_\_\_\_\_ **Teacher** for the 2017-2018 school year. This contract begins August 1, 2017 and ends May 26, 2018 (or one day after the last day that classes are in session, whichever is later), and is dependent upon satisfactory performance of assigned duties. In so doing, we recognize and affirm the ministry of teaching for you as a God-ordained vocation. We rejoice that God has brought you to us as a "fellow-laborer" in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of an exemplary program at Crossover Preparatory Academy.

By accepting this appointment, said Teacher specifically acknowledges that this contract is for a limited duration and that all rights and privileges herein shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 19 below. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts. The parties further agree that no right to notice of renewal or non-renewal of the contract is conferred or implied.

Gross salary for this period of employment will be \$ \_\_\_\_\_ payable in 24 installments of \$ \_\_\_\_\_ on the 1<sup>st</sup> and 15<sup>th</sup> of each month, beginning on August 15, 2017, and ending on August 1, 2018. Fringe benefits are described in Paragraph 18 below.

### **CONDITIONS OF EMPLOYMENT**

- 1) The Teacher affirms that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23)
- 2) The Teacher will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of illicit drugs, and the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 1 Thess. 5:18, 22-23, and James 3:17-18).
- 3) The full-time Teacher will be or become a covenant member in good standing of Crossover Bible Church or another North Tulsa church approved by the Executive Director. (Hebrews 10:25)
- 4) The full-time Teacher will maintain residence in North Tulsa (74106, 74110, 74126, 74127, or 74130) or have a plan in place to become a resident.
- 5) The Teacher accepts without verbal or mental reservations both the Statement of Faith and the Educational Philosophy and Objectives of Crossover Preparatory Academy and is committed to upholding them.
- 6) The Teacher will meet the requirements of an Oklahoma State Department of Education teaching certificate or be in the process of meeting the requirements, or this contract is void. It is the responsibility of the Teacher to keep their OSDE Teacher's Certification current.
- 7) Upon request, the Teacher agrees to submit to a physical examination by a licensed physician at school expense and furnish the school with a copy of a physician's report.

8) Assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the school administration after consultation with the Teacher. He/she agrees to accept his/her proportionate amount of supervision outside of the regular classroom assignment, the extent of such supervision and assignment to be determined by the school administration which will seek as far as possible to achieve equity in all staff assignments.

9) The Teacher will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.

10) The Teacher will maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance.

11) Unless a specific agreement has been made with the school administration the Teacher agrees to be present and on time to all meetings and conferences as may be called by the school administration.

12) The Teacher agrees to abide by the requirements listed in the Job Description. The Teacher also agrees to abide by the regulations set forth in the Faculty and Student Handbooks, as well as any additions made during the year. He/she agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the School Board.

13) The Teacher agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles--always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15)

14) The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

15) The Teacher agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, sex outside of marriage, homosexuality, or other biblically prohibited sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. Such breach of Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).

16) The Teacher acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.

17) Any previous agreements, whether written or oral, are fully merged into agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Oklahoma.

**18) Fringe Benefits**

- A. **Sick Leave:** Teachers shall be permitted Sick Leave according to that detailed in the Faculty/Staff Handbook. A pro-rated payroll deduction will be made for each day absent over the allotted days.
- B. **Personal Leave:** Personal Leave may be taken by Teachers according to that detailed in the Faculty/Staff Handbook with advance coordination through the Office Manager and approval of the Principal.

19) The Teacher must give the school one month prior written notice of intended resignation unless a different termination date is mutually agreed upon. If the Teacher resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment.

Where cause exists, the school may terminate this contract, provided that the Teacher has been informed in writing of the cause or causes for discharge and has been given an opportunity to respond to them prior to final termination. Dismissal may be immediate or with longer notice depending upon the reason for dismissal.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon the Teacher, or tending to seriously impair his/her continued usefulness as a Christian role model for the students. The Faculty/Staff Handbook gives additional details regarding termination of contract.

20) Crossover Preparatory Academy is a Limited Liability Company whose sole member, Crossover Community Impact, Inc., has been classified as a 501(c) (3) non-profit organization and is exempt from the Federal Unemployment Tax Act. Therefore, upon termination of employment, regardless of the reason(s), unemployment benefits are not available.

**This contract will be valid only if it is signed and returned by May 15, 2017.**

**I have read and understand the duties, responsibilities, salary, and benefits and will abide with the terms and conditions of this contract.**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**We at Crossover Preparatory Academy extend our warmest welcome to you. We pledge our prayer support and help as you minister to the spiritual, mental, and emotional needs of our students.**

\_\_\_\_\_  
CPA Executive Director

# Employee Renewal Application

## Faculty and Staff

Name: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Address: \_\_\_\_\_

### Have you at any time ever:

- Been arrested for any reason? ☐ Yes ☐ No
- Been convicted of, or pleaded guilty or no contest to, any crime? ☐ Yes ☐ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? ☐ Yes ☐ No

### Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? ☐ Yes ☐ No
- Any reason why you should not work with children, youth, or others? ☐ Yes ☐ No
- If the answer to any of these questions is "yes," please explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Employee Renewal Work Verification and Release: Faculty and Staff

I recognize that Crossover Preparatory Academy is relying on the accuracy of the information I provide on the Worker Renewal Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I voluntarily release Crossover Preparatory Academy and any such person or entity listed on the Worker Renewal Application form from liability involving the communication of information relating to my background or qualifications. I further authorize Crossover Preparatory Academy to conduct a criminal background investigation if such a check is deemed necessary.

I agree to abide by all policies and procedures of Crossover Preparatory Academy and to protect the health and safety of the youth assigned to my care or supervision at all times.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



940 E. 36<sup>th</sup> St. N.  
Tulsa, OK 74106  
918-986-7499 ~ Fax 539-202-2429

### **NON CERTIFIED CONTRACT**

#### **Staff**

Believing that God has led in this decision, the Executive Director of Crossover Preparatory Academy has appointed \_\_\_\_\_ as \_\_\_\_\_ for the 2017-2018 school year. This contract begins August 1, 2017 and ends May 26, 2018 (or one day after the last day that classes are in session, whichever is later), and is dependent upon satisfactory performance of assigned duties. We rejoice that God has brought you to us as a "fellow-laborer" in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of an exemplary program at Crossover Preparatory Academy.

By accepting this appointment, said employee specifically acknowledges that this contract is for a limited duration and that all rights and privileges herein shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 17 below. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts. The parties further agree that no right to notice of renewal or non-renewal of the contract is conferred or implied.

The hourly rate for this period of employment will be \$ \_\_\_\_\_ per hour. The Employee's wages are payable on the 1<sup>st</sup> and 15<sup>th</sup> of each month, beginning on August 15, 2017. Any and all overtime must be pre-approved. Fringe benefits are listed in paragraph 16 below.

### **CONDITIONS OF EMPLOYMENT**

- 1) The Employee affirms that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23)
- 2) The Employee gives testimony that he/she has a sense of God's will in their position with CPA, and that working in a Christian school is God's direction.
- 3) The Employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 1 Thess. 5:18, 22-23, and James 3:17-18).
- 4) The Employee will be a member in good standing of a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25)
- 5) The Employee accepts without verbal or mental reservations both the *Statement of Faith* and the *Educational Philosophy and Objectives* of Crossover Preparatory Academy and is committed to upholding them.
- 6) The Employee agrees to abide by the requirements listed in the *Job Description*. The employee also agrees to abide by the regulations set forth in the Faculty and Student Handbooks, as well as any additions made during the year. He/she agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the School Board.

7) Assignment to duties is to be made at the discretion of the Executive Director after consultation with the Employee. He/she agrees to accept his/her proportionate amount of supervision, the extent of such supervision and assignment to be determined by the Administrator who will seek as far as possible to achieve equity in all staff assignments.

8) Upon request, the Employee agrees to submit to a physical examination by a licensed physician at school expense and furnish the school with a copy of a physician's report.

9) The Employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.

10) The Employee will maintain a professional appearance.

11) Unless a specific agreement has been made with the school administration the Employee agrees to be present and on time to all meetings and conferences as may be called by the school administration.

12) The Employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles--always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2 and Galatians 5:15)

13) The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

14) The Employee agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, sex outside of marriage, homosexuality, or other biblically prohibited sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. Such breach of Scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).

15) Any previous agreements, whether written or oral, are fully merged into agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Oklahoma.

## **16) Fringe Benefits**

**B. Sick Leave:** Full-time employees shall be permitted Sick Leave according to that detailed in the Faculty/Staff handbook.

**C. Personal Leave:** Personal leave may be taken by full-time employees according to that detailed in the Faculty/Staff handbook, and with advance coordination through the Office Manager and approval of the Principal at least two days in advance.

17) The Employee must give the school one month prior written notice of intended resignation unless a different termination date is mutually agreed upon. If the Employee resigns or is terminated during the period of service covered by his contract, payment shall be made of that proportionate part of the annual salary which the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment.

Where cause exists, the school may terminate this contract, provided that the Employee has been informed in writing of the cause or causes for discharge and has been given an opportunity to respond to them prior to final termination. Dismissal may be immediate or with longer notice depending upon the reason for dismissal.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon the Employee, or tending to seriously impair his/her continued usefulness as a Christian role model for the students. The Faculty/Staff Handbook gives additional details regarding termination of contract.

18) Crossover Preparatory Academy is a Limited Liability Company whose sole member, Crossover Community Impact, Inc., has been classified as a 501(c) (3) non-profit organization and is exempt from the Federal Unemployment Tax Act. Therefore, upon termination of employment, regardless of the reason(s), unemployment benefits are not available.

**This contract will be valid only if it is signed and returned by May 15, 2017.**

**I have read and understand the duties, responsibilities, salary, and benefits and will abide with the terms and conditions of this contract.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

We at Crossover Preparatory Academy extend our warmest welcome to you. We pledge our prayer support and help as you minister to the spiritual, mental, and emotional needs of our students.

\_\_\_\_\_  
CPA Executive Director

# Employee Renewal Application

## Faculty and Staff

Name: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Address: \_\_\_\_\_

### Have you at any time ever:

- Been arrested for any reason? ☐ Yes ☐ No
- Been convicted of, or pleaded guilty or no contest to, any crime? ☐ Yes ☐ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? ☐ Yes ☐ No

### Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? ☐ Yes ☐ No
- Any reason why you should not work with children, youth, or others? ☐ Yes ☐ No
- If the answer to any of these questions is "yes," please explain in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Employee Renewal Work Verification and Release: Faculty and Staff

I recognize that Crossover Preparatory Academy is relying on the accuracy of the information I provide on the Worker Renewal Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I voluntarily release Crossover Preparatory Academy and any such person or entity listed on the Worker Renewal Application form from liability involving the communication of information relating to my background or qualifications. I further authorize Crossover Preparatory Academy to conduct a criminal background investigation if such a check is deemed necessary.

I agree to abide by all policies and procedures of Crossover Preparatory Academy and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





September 06, 2016

Oklahoma State Department of Education  
Oliver Hodge Building  
2500 N. Lincoln Blvd.  
Oklahoma City, OK 73105

To Whom It May Concern:

Crossover Preparatory Academy will be an all-boy private school in Tulsa, OK serving students in the seventh through twelfth grades. We intend to open the school for seventh graders for the 2017-2018 school year. We will add an additional grade per year until we serve students in the seventh through twelfth grades. Crossover Prep will join with North Tulsa families in building the faith, knowledge, and character of young men, equipping them to serve in our community as Christ-like leaders. I am writing this letter to express our school's desire to be accredited through the Oklahoma State Department of Education.

Crossover Prep will follow the model established by St. Benedict's Prep in Newark, NJ ([sbp.org](http://sbp.org)). St. Benedict's sends 98% of its graduates to college with 85% of them earning a college degree. St. Benedict's has a strong student leadership culture that empowers young men and prepares them for post-secondary education. We have consulted with St. Benedict's and look forward to replicating their strong student leadership culture at Crossover Prep.

We are committed to providing our students with an excellent education and look forward to working with the OSDE in acquiring our accreditation. If you have any questions about Crossover Prep feel free to contact me at [Philip@crossoverprep.org](mailto:Philip@crossoverprep.org) or 918-809-7357.

Sincerely,

Philip Abode  
Executive Director

**School Motto: I am my brother's keeper.**

940 E. 36<sup>th</sup> St. N.

Tulsa, OK 74106

[crossoverprep.org](http://crossoverprep.org)

[info@crossoverprep.org](mailto:info@crossoverprep.org)

# Private School Resource Sheet

## Oklahoma State Department of Education

This guide sheet is available to help you organize necessary information into a plan that will be submitted to the Accreditation Division at the Oklahoma State Department of Education. It will also be helpful to work through an Accreditation Compliance Sheet and an Accreditation Application to identify any additional items that may need consideration. Several topics are listed below for you to work from as they apply to your school and you may add others as well. Please be as specific as possible when describing your points.

<b>Governance</b>	<b>Operations</b>	<b>Personnel</b>
<ul style="list-style-type: none"> <li>✓ Governing Board</li> <li>○ Organizational Chart</li> <li>✓ Powers &amp; Duties</li> <li>✓ Qualifications/Size/Terms</li> <li>✓ Appointments/Replacements</li> <li>✓ External Organizations</li> <li>✓ Advisory Boards</li> <li>✓ Bylaws</li> <li>✓ Articles of Incorporation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Start-up Plan</li> <li>✓ Timelines &amp; Tasks</li> <li>✓ Parental Involvement</li> <li>✓ Staff Development</li> <li>✓ School Year Calendar</li> <li>✓ Class Schedule</li> <li>○ Obtain Site Code</li> <li>○ Student Information System</li> <li>○ Child Nutrition</li> <li>N/A Transportation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hiring Policies &amp; Procedures</li> <li>○ Recruitment</li> <li>✓ Employee Contracts</li> <li>✓ Job Descriptions</li> <li>✓ Roles &amp; Responsibilities</li> <li>✓ Staff Evaluations</li> <li>✓ Library Plan</li> <li>✓ Counseling Services</li> <li>✓ Special Education Services</li> </ul>
<b>Finance</b>	<b>Curriculum</b>	<b>Students</b>
<ul style="list-style-type: none"> <li>✓ Budget</li> <li>✓ Fundraising</li> <li>○ Oklahoma Cost Acct. System</li> <li>○ Insurance</li> <li>○ Financial Firm/Treasurer</li> <li>○ Obtain a tax ID/DUNN's number</li> </ul>	<ul style="list-style-type: none"> <li>✓ Course Offerings</li> <li>✓ Textbooks/Virtual Programs</li> <li>✓ Teaching Methods</li> <li>✓ Grade Level Competencies</li> <li>✓ Extracurricular Activities</li> <li>○ Benchmarks</li> <li>○ Student Progress</li> <li>○ Assessment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Admission Policies</li> <li>✓ Enrollment procedures</li> <li>✓ Geographic Boundaries</li> <li>✓ Target Student Population</li> <li>✓ Interviews/Tuition/Fees</li> <li>✓ Dress Code</li> <li>✓ Class size</li> <li>✓ Student Handbook/Policies</li> <li>✓ Behavior Expectations</li> <li>✓ Discipline Procedures</li> </ul>
<b>Mission Statement</b>	<b>Facilities</b>	<b>Submission</b>
<ul style="list-style-type: none"> <li>✓ Mission Statement</li> <li>✓ Statement of Purpose</li> <li>✓ Philosophy of Education</li> <li>✓ Statement of Faith</li> <li>✓ Community Support</li> </ul>	<ul style="list-style-type: none"> <li>✓ Leasing/Owning</li> <li>✓ Location/Address</li> <li>✓ Building Description</li> <li>✓ Number of classrooms</li> <li>✓ Library, computer lab...</li> <li>✓ Utilities</li> </ul>	<p>Completed application can be submitted to the Accreditation Department at SDE. Contact phone number is 405-522-5321.</p>

### Final Steps

Once a plan is completed & submitted to the Accreditation Department, the following will occur:

- Interview and site visit from a Regional Accreditation Officer & Team
- Upon recommendation, school will be placed on State Board Agenda for Approval
- If approved to open, the school will receive a site code number from Accreditation Department

## **INFORMATION**

### **General**

- Crossover Preparatory Academy will partner with young men to fulfill their God-given potential in mind, body, and spirit and to equip them to become Christ-like leaders in our community.
- CPA will start in the fall 2017 by offering enrollment for the 7<sup>th</sup> grade males. We will add an additional grade level in each subsequent school year until CPA offers enrollment for males in the 7<sup>th</sup>-12<sup>th</sup> grade. We hope to eventually start a girl's school as well.
- CPA will be using Renweb as its Student Information System
- Daily Schedule
  - Period 0 (Physical Education) 8:30am
  - Convocation 9:40am
  - Period 1 10:10am
  - Period 2 11:10am
  - Lunch 12:10pm
  - Period 3 1:10pm
  - Period 4 2:10pm
  - Period 5 3:10pm
  - Extra-curricular Activities 4:10pm-6pm
- Extra-Curricular Activities\*
  - Football
  - Basketball
  - Baseball
  - Cross Country
  - Wrestling
  - Track
  - Chess Club
  - Speech & Debate
  - Drama Club
  - Band
- \*We will establish a cooperative relationship with neighbor schools for the activities that we do not have adequate staff for in compliance with Rule 22 in the Oklahoma State School Activities Association's Rules.

### **Personnel**

- CPA will have no less than nine and no more than 15 board members.
- All of CPA's teachers will be certified. For our first year, we will have six teachers.
- CPA will be seeking a deregulation for OAC 210:35-7-61 until we own our own facility (planned for 2018). Until then we will utilize the nearest public library to our facility which will be less than a mile away. Since all of our students will have access to a laptop during the school day, they will have access to many online resources that are typically accessed in a library.

- We will have a certified counselor onsite 10 hours per week. Services will include weekly small group meetings for kids identified through pre-enrollment assessments by the school counselor or through student teacher interaction; one on one meetings with students; as well as coordination with a case manager with Youth and Family Services ([yst.org](http://yst.org))
- We will meet the federal and state standards required for private schools for offering special education services.

### Curriculum

- We will use digital textbooks from a major textbook vendor for all of our classes. We will have the specific textbook for each subject before the January meeting.
- Grade-level competencies (grades 7 and 8)
  - English Language Arts
    - **Standards:** Oklahoma Academic Standards (Reading: Literature, Reading, Informational Text, Writing Speaking & Listening, Language)
    - **Curriculum:** Amplify ELA
  - Mathematics
    - **Standards:** Oklahoma Academic Standards
    - **Curriculum:** Saxon Math & Aleks
  - Science & Social Studies
    - **Standards:** Oklahoma Academic Standards
    - **Curriculum:** Amplify Science and National Geographic
  - Latin
    - **Standards:** American Classical League/National Junior Classical League Syllabus
    - **Curriculum:** Ecce Romani I
  - Physical Education
    - **Standards:** Oklahoma Academic Standards

### Facilities

- Crossover Preparatory Academy (CPA) will be meeting at Covenant Family Church, 725 E 36<sup>th</sup> St. N., Tulsa, OK 74106.
- We'll be leasing the facilities and our lease will include the cost of utilities
- During this first year, we'll have access to 3 rooms for our school. This space will include 2 classrooms and a larger space that will be used for administration, lunch, and other activities

### Financial

- Estimated budget (based on 30 students) is included

## **OPERATING AGREEMENT OF CROSSOVER PREPARATORY ACADEMY, LLC**

THIS OPERATING AGREEMENT (this "Agreement") is executed by Crossover Community Impact, Inc., an Oklahoma not-for profit corporation exempt from federal income taxes under section 501(c)(3) of the Code (the "Member"), and Crossover Preparatory Academy, LLC, an Oklahoma limited liability company (the "Company") to be effective as of July 28, 2013 (the "Effective Date") with respect to the following circumstances:

WHEREAS, the Member has caused the formation of the Company to facilitate the Member's performance of its charitable functions; and

WHEREAS, the Member intends to cause the Company to be and remain disregarded as an entity separate from the Member for federal income tax purposes pursuant to Treasury Regulations section 301.7701-3, with the result that for federal income purposes, all assets, liabilities, and income of the Company shall be treated as those of the Member, and the Company as such shall not be subject to federal income taxes; and

WHEREAS, the Member and the Company desire to enter into this Agreement to evidence the financial interests of the Member in, and to provide for the management and internal governance of, the Company pursuant to the terms and conditions set forth below:

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and conditions hereinafter set forth, the parties hereby agree as follows:

1. **Formation; Term.** The Company commenced operations as such upon the filing for record of the Company's Article of Organization (the "Articles of Organization") with the Oklahoma Secretary of State on July 28, 2013. The Company shall have perpetual existence unless sooner terminated as provided in this Agreement or the Oklahoma Limited Liability Act, Okla. Tit. 18, § 2000 *et seq.*, as amended from time to time (the "Act").
2. **Name; Agent; Registered and Principal Office.** The name under which the business of the Company shall be conducted is "Crossover Preparatory Academy, LLC." The street address of the principal place of business of the Company is:

940 E. 36<sup>th</sup> St. N.  
Tulsa, OK 74106

The name of the resident agent and the address of the registered office for service of process on the Company in the State of Oklahoma is:

Philip Abode  
940 E. 36th St. N.  
Tulsa, OK 74106

3. **Purpose.** Subject to any limitations contained in the Articles of Organization, the purpose of the Company shall be to transact any and all lawful business for which a limited liability company may be organized under the Act in furtherance of the charitable purposes of the Member.
4. **Powers of the Member.** The Member shall have the power to exercise any and all rights and powers granted to the Member pursuant to the express terms of this Agreement or the Act. Except as otherwise specifically provided by this Agreement or required by the Act, the Member as such, shall not have the power to act for or on behalf of, or to bind, the Company.

**5. Management.**

- 5.1 Designation of Manager.** The Company shall be managed by a manager (the "Manager"). Philip Abode is the Manager as of the Effective Date hereof.
- 5.2 Power of Manager.** The Manager shall be a "manager" of the Company within the meaning of the Act. The Manager is an agent of the Company and its business, and the actions of the Manager taken in such capacity and in accordance with this Agreement shall bind the Company. The Manager shall be the sole person with the power to bind the Company; except and to the extent that such power is expressly delegated to any other person or entity by the Manager, and such delegation shall not cause the Manager to cease to be the Manager. The Manager is hereby specifically authorized to execute, deliver and file any amendments and/or restatements to the Articles of Organization and any other certificates, statements changing the Company's registered agent or office, annual reports or other documents (and any amendments and/or restatements thereof) required by the Act or deemed by the Manager to be necessary for the Company to conduct its business. The Manager shall also have the power and authority to take any and all other actions necessary, appropriate, advisable, or convenient or incidental to or for the furtherance of the purposes set forth in Section 3 of this Agreement.
- 5.3 Removal and Appointment.** The Manager shall serve until the Manager's successor is designated by the Member or until the Manager's earlier removal by the Member for any reason. Upon the removal of the Manager, a successor Manager may be designated by the Member, or otherwise the Company shall be managed by the Member, who shall have all of the powers of the Manager hereunder in such event.
- 5.4 No Management by Other Persons or Entities.** Except as otherwise expressly delegated by the Manager to one or more agents, no person or entity other than the Manager shall be an agent of the Company or have any right, power or authority to transact any business in the name of the Company or to act for or on behalf of or to bind the Company.
- 5.5 Reliance by Third Parties.** All persons dealing with the Company may rely upon a certificate of the Manager to establish the membership of the Company, the authenticity of any records of the Company or the authority of any person to act on behalf of the Company.
- 5.6 Records and Information.** The Manager shall maintain or cause the Company to maintain such books and records as are required by the Act. Any such books and records shall be kept at the principal office of the Company.
- 6. Dissolution.** The term of the Company shall be perpetual unless the Company is dissolved and terminated in accordance with this Section 6. The Company shall dissolve, and its affairs shall be wound up, upon the first to occur of the following:
- (a) The written consent of the Member; or
  - (b) The entry of a decree of judicial dissolution under section 2038 of the Act. Subject to any limitations contained in the Articles of Organization, if at any time there is no member of the Company, the Company shall not dissolve, but the authorized representative of the Member shall agree in writing to continue the Company and to the admission of the authorized representative of the Member or its nominee or designee to the Company as a member, effective as of the occurrence of the event that terminated the continued membership of the Member.
- 6.1 Winding-Up.** Upon the dissolution of the Company, the Manager shall wind up the Company's affairs as provided in the Act. Subject to any limitations in the

Articles of Organization, upon completion of the winding-up of the Company, the Manager shall cause the Company to distribute its property as follows;

- (a) First, to creditors, including the Member to the extent it is a creditor, to the extent permitted by law, in satisfaction of the Company's liabilities (whether by payment or the making of reasonable provision for payment thereof); and
- (b) Second, to the Member in cash or property, or partly in cash and partly in property, as determined by the Manager.

**6.2 Articles of Dissolution.** Upon the completion of the winding up and liquidation of the Company, the Manager shall cause Articles of Dissolution to be filed with the Secretary of State of the State of Oklahoma, at which time the Company shall terminate.

- 7. **Capital Contributions.** The Member shall make such capital contributions as the Member determines in its sole discretion to be necessary to fund the Company's activities.
- 8. **Allocation of Profits and Losses; Tax Status.** The Company shall maintain its default federal income tax classification as that of a disregarded entity under Treasury Regulations section 301.7701-3. The Member shall take into account all items of income, gain loss, deduction and credit resulting from the operations of the Company. If at any time the Company shall have more than one member, the members and the Company shall amend the Articles of Organization and this Agreement accordingly.
- 9. **Distributions.** Distributions shall be made to the Member at the times and in the amounts, if any, determined by the Manager, provided that no distribution shall be made in violation of the Act, and unless otherwise determined by the Manager, no distributions will be paid to the Member upon its withdrawal in connection with the voluntary assignment of its entire interest pursuant to Section 11 hereof.
- 10. **Shares and Certificates.** From and after the Effective Date, the limited liability company interests in the Company, consisting of all of the ownership interest in the Company representing a right to share in the net profit and net loss of the Company, net cash flow and liquidating distributions, and to vote to the extent and in the manner provided in this Agreement and the Act, shall be designated as "Shares." The total number of authorized, issued and outstanding Shares as of the Effective Date shall be ten thousand (10,000) Shares, all of which are held as of the Effective Date by the Member. The Shares shall be and remain uncertificated, book-entry only.
- 11. **Assignments.** The Member may transfer or assign (including as a collateral assignment or pledge) the Member's Shares in the Company in whole or in part. In connection with any transfer or assignment by the Member of all of the Member's Shares in the Company, the Member will automatically withdraw and the assignee will automatically and simultaneously be admitted as the successor Member without any further action at the time such voluntary transfer or assignment becomes effective under applicable law, and the Company shall be continued without dissolution. In connection with a partial assignment or transfer by the Member of its membership interest in the Company, this Agreement shall be amended to reflect the fact that the Company will have more than one member or one member and one or more economic interest-holding assignees.
- 12. **Admission of Additional Members.** No additional members of the Company may be admitted to the Company with respect to the transfer of property or agreement to provide services to Company with the prior written approval of the Member. In connection with any such admission, this Agreement shall be amended to reflect the fact that the Company will have more than one member.
- 13. **Limited Liability of the Member and the Manager.** Neither the Member nor the Manager, as such, shall be bound by, or personally liable for, any expenses, liabilities,

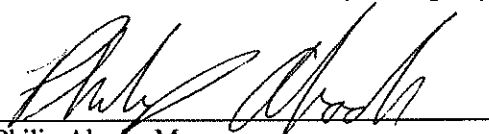
debts or obligations of the Company, regardless of whether such expense, liability, debt or obligation arises in contract, tort or otherwise.

14. **Fiscal Year.** The fiscal year of the Company shall be the same as that of the Member.
15. **Governing Law.** This Agreement shall be governed by, and construed under, the internal law of the State of Oklahoma.
16. **Amendment.** This Agreement may be amended or modified only by a written instrument signed by the Member.

IN WITNESS WHEREOF, the Member and the Company have executed this Operating Agreement of Crossover Preparatory Academy, LLC, to be effective as of the Effective Date.

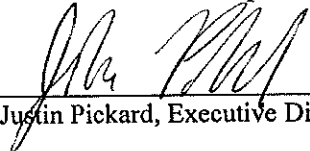
**COMPANY**

**Crossover Preparatory Academy LLC**  
**An Oklahoma Limited Liability Company**

By:   
Philip Abode, Manager

**MEMBER**

**Crossover Community Impact, Inc.**  
**An Oklahoma not-for-profit corporation**

By:   
Justin Pickard, Executive Director



## **BYLAWS OF CROSSOVER COMMUNITY IMPACT, INC.**

These Bylaws were approved at a meeting of the Board of Directors of Crossover Community (Impact, Inc. on the 11<sup>th</sup> day of June, 2011.

### **ARTICLE I - NAME, PURPOSE**

Section 1: The name of the organization shall be Crossover Community Impact, Inc.

Section 2: The primary purpose of this organization is exclusively religious, charitable, literary, or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code or such other provisions of state or federal law as may from time to time be applicable. Crossover Community Impact ("CCI") is a Christian organization that exists to create long-term solutions to poverty by offering Christ-centered programs and services that holistically equip and empower individuals and families in North Tulsa.

### **ARTICLE II - MEMBERSHIP**

Section 1: Members. CCI will not have members.

### **ARTICLE III - BOARD OF DIRECTORS**

Section 1: Board Role, Size, Compensation. The business and charitable affairs of the corporation will be managed under the direction of a board of directors (the "Board" and/or "Directors") comprising not fewer than five and not more than fifteen, as determined by the board. The board receives no compensation other than reasonable expenses.

Section 2: Board Eligibility. At all times, not less than 40 percent shall be members of Crossover Bible Church. The executive director shall be a Director of the Board ex officio (the "Executive Director"). The pastor of Crossover Bible Church shall be a Director of the Board ex officio.

Section 3: Board Election and Terms. Directors shall be elected by the affirmative vote of a majority of the Directors present at a duly held meeting of the board, except that no Director shall vote for his/her own election, and shall serve for a term of three years each, but shall be so elected that approximately one-third are elected each year: A Director may serve no more than two consecutive three-year terms.

Section 4: Resignation and Replacement of Directors. Should a Director die, resign, or be removed, the Board may elect a Director to serve for the duration of the unexpired term.

Section 5: Removal of Directors. A Director may be removed from office, with or without cause, by an affirmative vote of a two-thirds majority of the Directors present at a duly called meeting, provided that not less than five days' and not more than thirty days' notice of such meeting, stating that removal of such Director is to be on the agenda, shall be given to each Director.

### **ARTICLE IV – MEETINGS OF THE BOARD OF DIRECTORS**

Section 1: Regular Meetings. The Board must meet at least quarterly and may hold its meetings at such times and places as a majority of the Directors in office determine. The Board may delegate this determination to the president of the Board.

Section 2: Special Meetings. Special meetings of the Board may be called at any time upon request of the president, the executive director, or any two Directors, provided that any such request shall specify the purpose of the meeting. Such a meeting shall be held within fifteen days of such a request.

Section 3: Notification of Meetings. Written notice of regular and special meetings shall be given not less than fifteen days prior to such meetings, provided, however, that any Director may execute a written waiver of notice before or during the meeting, and the secretary shall enter it in the minutes or other records of the meeting.

Section 4: Quorum for Meetings. At all meetings of the Board, a majority of the Directors then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 5: Voting. Except where otherwise required by law, the articles, or these bylaws, the affirmative vote of a majority of the Directors voting at a duly held meeting shall be sufficient for any action.

Section 6: Actions in Writing. Any action required or permitted to be taken at a meeting of the Board may be taken by a written action, provided that all of the Directors approve the action. The written action is effective when signed by all Directors, unless otherwise provided in the action.

Section 7: Meeting Procedure. Robert's Rules of Order will be used as a guide only.

## **ARTICLE V – OFFICERS**

Section 1: The officers of the Board (“Officer”) shall be President, Vice President, Secretary, and Treasurer; and such other officers as the Board may determine, and the officers, except for the President, shall be elected by affirmative vote of a majority of the Board at a duly held meeting. The President of the Board shall be an Elder of Crossover Bible Church. The Officers shall serve terms fixed by the Board.

Section 2: Any Officer may be removed, with or without cause, by an affirmative vote of a majority of the Directors present at a duly held meeting of the Board for which notice stating such purpose has been given in advance of the meeting.

Section 3: A vacancy in an office because of death, resignation, or removal may be filled by the Board.

### **Section 4: Roles**

The chair of the Board (the “Chair”) shall preside at all meetings of the Board and of the membership and shall oversee the long-term goals and strategies of the corporation. He or she shall serve as the liaison between the Board and the Executive Director and shall perform such other duties as determined by the Board.

The Vice Chair shall perform such duties as may be determined by the Board. The Vice Chair shall be vested with all powers of and perform all duties of the Chair in the Chair’s absence or inability to act, but only so long as such absence or inability continues.

The executive director shall be the chief executive officer of the corporation (the “Executive Director”) and shall be responsible for the day-to-day operations of the corporation. In addition, he or she shall perform such other duties as may be determined from time to time by the Board.

The secretary of the Board (the “Secretary”) shall attend all meetings of the Board and any committees as directed thereof, and keep the minutes of such meetings, give notices, prepare any necessary certified copies of corporate records, and perform such other duties as may be determined from time to time by the Board.

The treasurer of the Board (the “Treasurer”) shall have charge of the corporate treasury, receiving and keeping the monies of the corporation and disbursing funds as authorized. The Treasurer shall perform other such duties as may be determined by the Board.

## **ARTICLE VI - COMMITTEES**

Section 1: The Board may establish one or more committees having the authority of the Board in the management of the business of the corporation to the extent determined by the Board. Committee members may be members of the Board or other interested persons. The Board may delegate the appointment of committees and their chairs to the Board chair.

Section 2: The Board will establish the following committees: fundraising

## **ARTICLE VII – SPECIAL RULES**

Section 1: To the full extent permitted by the Oklahoma Nonprofit Corporation Act, as amended from time to time, or by other provisions of law, each person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, wherever and by whomsoever brought, including any such proceeding by or in the right of the corporation, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a Director, or Officer of the corporation, shall be indemnified by the corporation by an affirmative vote of a majority of the Directors present at a duly called meeting of the Board, against expenses, including attorneys’ fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action. The indemnification shall inure to the benefit of the heirs, executors, and administrators of such person.

## **ARTICLE VIII – AMENDMENTS**

Section 1: The board may from time to time adopt, amend, or repeal all of any of the bylaws of this corporation.

  
Philip Abode, Manager

## **BUDGET**

### **REVENUE**

#### **Tuition**

Tuition \$ -  
Crossover Scholarship Fund \$ 284,900.00  
Tuition Assistance \$ -  
**Total Tuition \$ 284,900.00**

#### **Fees**

Application Fee \$ -  
Enrollment Fee \$ -  
Re-enrollment Fee \$ -  
Activity Fee  
Technology Fee  
Kids Across America Fee  
Participation Fee  
Field Trips \$ -  
Club Fee (Key, NHS, NJHS, etc) \$ 500.00  
Testing \$ -  
Total Participation Fee \$ 500.00  
**Total Fees \$ 500.00**

#### **Fundraisers**

Benefit Concert  
Golf Tournament  
Booster Club \$ 2,000.00  
Lions Gear \$ 250.00  
**Total Fundraisers \$ 2,250.00**

#### **Donations**

Non-Designated Donations \$ 35,000.00  
Corporate Partnerships \$ 60,000.00  
Designated Donations  
Athletics \$ 10,000.00  
Library \$ -  
Missions \$ -  
Music Department \$ -  
Non-Opportunity Scholarship  
Drama \$ -  
Faculty/Staff Bonus \$ -  
Other Designated \$ -  
Total Designated Donations \$ 10,000.00  
**Total Donations \$ 105,000.00**

#### **Miscellaneous**

Title I Funding \$ 5,000.00  
Athletics  
Concessions  
Gate  
Total Athletics \$ -  
Bank Interest  
Credit Card Rewards \$ 1,500.00  
Events  
Lunches \$ 22,950.00  
School Pictures \$ -  
Yearbook Purchases \$ 600.00  
Miscellaneous Other Income  
**Total Miscellaneous \$ 30,050.00**

**Total Revenue \$ 422,700.00**

## **EXPENSES**

### **Payroll**

Gross Wages \$ 237,350.00  
Professional Expense \$ 3,000.00  
Bonuses \$ 900.00  
Stipends \$ 9,000.00  
Payroll Taxes \$ 16,689.38  
Payroll Service \$ 3,600.00  
Substitute Salaries \$ 250.00  
Workers' Comp Insurance \$ 2,373.50

### **Faculty/Staff**

ED 28850  
GC -  
AD 19950  
SS Teacher 19950  
M Teacher 20900  
Principal 47050  
S Teacher 19950  
E Teacher 20900  
TA 29900  
Admin Assist 29900

**Total Payroll \$ 273,162.88**

### **Faculty/Staff Benefits 237350 Total**

Lunches \$ 3,825.00  
Medical \$ 5,940.00  
Professional Development \$ 1,000.00

**Total Benefits \$ 10,765.00**

### **Classroom**

Textbooks \$ 15,387.56  
Classroom Supplies \$ 3,000.00  
Testing Materials \$ 1,590.00

### **Textbooks**

Saxon Math & Aleks \$ 1,050.00  
Amplify English \$ 8,724.15  
Amplify Science included  
National Geographic \$ 3,200.00  
Ecce Romani \$ 2,413.41

**Total Classroom Expenses \$ 19,977.56**

### **Programs and Services**

ACSI Membership \$ 321.00  
ACSI Student Insurance \$ 356.40  
ACSI Student Activities \$ -  
Athletics \$ 15,000.00  
Transportation \$ 1,000.00  
Activities/Outings/Retreat \$ 2,500.00  
Club Fee (Key, NHS, NJHS, etc) \$ 500.00  
Chapel \$ 500.00  
Distance Learning \$ -  
Lunch Expenses \$ 22,950.00  
Counseling Services  
Promotions/Awards  
Yearbook Expenses \$ 300.00

**Total Programs and Services \$ 43,427.40**

### **Facilities**

Rent \$ 15,000.00  
Custodial Services \$ 5,700.00  
Bathroom Supplies \$ -  
Remodel Cost \$ -  
Internet & Phone \$ 3,599.88  
General Liability \$ 2,500.00  
Repair & Maintenance \$ 1,000.00

**Total Facilities \$ 27,799.88**

### **Miscellaneous**

Advertising \$ 1,000.00  
Fundraisers  
Benefit Concert  
Golf Tournament \$ -  
Total Fundraisers \$ -

Office Expenses  
Bank/Credit Card Charges \$ 500.00  
Copier Expenses \$ 1,200.00  
Office Supplies & Equipment \$ 1,200.00  
Postage \$ 750.00  
Total Office Expenses \$ 3,650.00  
Dues/Subscriptions/License/Fees \$ 500.00  
Miscellaneous \$ 5,000.00  
Technology  
Software \$ 5,689.00  
Hardware \$ 9,764.00  
IT Services \$ 500.00  
Website \$ -  
Audio/Visual Expenses \$ 1,000.00  
Total Technology \$ 16,953.00  
Site Visit Travel Expenses  
Kids Across America \$ 6,190.00  
5% Contingency \$ 12,500.00  
Total Miscellaneous Expenses \$ 45,793.00

**Total Expenses \$ 420,925.72**

**TOTAL CARRYOVER FUNDS \$1,774.28**

# 2017/18 Calendar

2017												2018											
July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
1 Sa Summer break	1 Tu 1st	1 Fr	1 Su	1 We	1 Fr	1 Mo New Year's Day	1 Th	1 Th	1 Su Easter	1 Tu	1 Fr	1 Sa Summer break	1 Tu 1st	1 Fr	1 Su	1 We	1 Fr	1 Mo New Year's Day	1 Th	1 Th	1 Su Easter	1 Tu	1 Fr
2 Su Summer break	2 We 2nd	2 Sa	2 Mo	2 Th	2 Sa	2 Tu Christmas Day	2 Fr	2 Fr	2 Mo Easter Monday	2 We	2 Sa	2 Su Summer break	2 We 2nd	2 Sa	2 Mo	2 Th	2 Sa	2 Tu Christmas Day	2 Fr	2 Fr	2 Mo Easter Monday	2 We	2 Sa
3 Mo Summer break	3 Th 3rd	3 Su	3 Tu	3 Fr	3 Su	3 We Professional Day	3 Sa	3 Sa	3 Tu	3 Th	3 Su	3 Mo Summer break	3 Th 3rd	3 Su	3 Tu	3 Fr	3 Su	3 We Professional Day	3 Sa	3 Sa	3 Tu	3 Th	3 Su
4 Tu Summer break	4 Fr 4th	4 Mo Labor Day	4 We	4 Sa	4 Mo	4 Th	4 Su	4 Su	4 We	4 Fr	4 Mo Summer break	4 Tu Summer break	4 Fr 4th	4 Mo	4 Tu	4 Fr	4 Mo Summer break	4 Th	4 Su	4 Su	4 We	4 Fr	4 Mo Summer break
5 We Summer break	5 Sa 5th	5 Tu	5 Th	5 Su	5 Tu	5 Fr	5 Sa	5 Mo	5 Th	5 Sa	5 We Summer break	5 Tu Summer break	5 Fr 5th	5 Tu	5 Th	5 Su	5 We Summer break	5 Fr	5 Sa	5 Mo	5 Th	5 Sa	5 Tu Summer break
6 Th Summer break	6 Su 6th	6 We	6 Fr	6 Mo	6 We	6 Sa	6 Su	6 Tu	6 Fr	6 Sa	6 Th Summer break	6 We Summer break	6 Sa 6th	6 Tu	6 Th	6 Su	6 We Summer break	6 Sa	6 Su	6 Tu	6 Fr	6 Sa	6 We Summer break
7 Fr Summer break	7 Mo 7th	7 Th	7 Sa	7 Tu	7 Th	7 Su	7 We	7 We	7 Sa	7 Mo	7 Th Summer break	7 We Summer break	7 Tu	7 Th	7 Tu	7 Su	7 We Summer break	7 Sa	7 We	7 We	7 Sa	7 Mo	7 Th Summer break
8 Sa Summer break	8 Tu 8th	8 Fr	8 Su	8 We	8 Fr	8 Mo	8 Th	8 Th	8 Su	8 Tu	8 We Summer break	8 Tu Summer break	8 Fr	8 Tu	8 Th	8 Su	8 We Summer break	8 Mo	8 Th	8 Tu	8 Su	8 Tu	8 Fr Summer break
9 Su Summer break	9 We 9th	9 Sa	9 Mo	9 Th	9 Sa	9 Tu	9 Fr	9 Fr	9 Mo	9 We	9 Su Summer break	9 Tu Summer break	9 Sa	9 Th	9 Tu	9 Su	9 We Summer break	9 Mo	9 Fr	9 Fr	9 Mo	9 We	9 Sa Summer break
10 Mo Summer break	10 Th 10th	10 Su	10 Tu	10 Fr	10 Su	10 We	10 Sa	10 Sa	10 Tu	10 Th	10 Su Summer break	10 Tu Summer break	10 Fr	10 Th	10 Tu	10 Su	10 We Summer break	10 Mo	10 Fr	10 Fr	10 Mo	10 We	10 Sa Summer break
11 Tu Summer break	11 Fr 11th	11 Mo	11 We	11 Sa Veterans Day	11 Mo	11 Th	11 Su	11 Su	11 We	11 Th	11 Tu Summer break	11 We Summer break	11 Fr	11 Th	11 Tu	11 Su	11 We Summer break	11 Mo	11 Fr	11 Fr	11 Mo	11 We	11 Sa Summer break
12 We Summer break	12 Sa 12th	12 Tu	12 Th	12 Su	12 Tu	12 Fr	12 Su	12 Su	12 Th	12 Sa	12 Tu Summer break	12 We Summer break	12 Fr	12 Th	12 Tu	12 Su	12 We Summer break	12 Mo	12 Fr	12 Fr	12 Mo	12 We	12 Sa Summer break
13 Th Summer break	13 Su 13th	13 We	13 Fr	13 Mo	13 We	13 Sa	13 Tu	13 Tu	13 We	13 Th	13 Tu Summer break	13 We Summer break	13 Fr	13 Th	13 Tu	13 Su	13 We Summer break	13 Mo	13 Fr	13 Fr	13 Mo	13 We	13 Sa Summer break
14 Fr Summer break	14 Mo 14th	14 Tu	14 Th	14 Tu	14 Th	14 Su	14 We	14 Tu	14 We	14 Th	14 Tu Summer break	14 We Summer break	14 Fr	14 Th	14 Tu	14 Su	14 We Summer break	14 Mo	14 Fr	14 Fr	14 Mo	14 We	14 Sa Summer break
15 Sa Summer break	15 Tu 15th	15 Fr	15 Su	15 We	15 Fr	15 Mo	15 Th	15 Tu	15 We	15 Th	15 Tu Summer break	15 We Summer break	15 Fr	15 Th	15 Tu	15 Su	15 We Summer break	15 Mo	15 Fr	15 Fr	15 Mo	15 We	15 Sa Summer break
16 Su Summer break	16 We 16th	16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr	16 Tu	16 We	16 Th	16 Tu Summer break	16 We Summer break	16 Fr	16 Th	16 Tu	16 Su	16 We Summer break	16 Mo	16 Fr	16 Fr	16 Mo	16 We	16 Sa Summer break
17 Mo Summer break	17 Th 17th	17 Su	17 Tu	17 Fr	17 Su	17 We	17 Sa	17 Tu	17 We	17 Th	17 Tu Summer break	17 We Summer break	17 Fr	17 Th	17 Tu	17 Su	17 We Summer break	17 Mo	17 Fr	17 Fr	17 Mo	17 We	17 Sa Summer break
18 Tu Summer break	18 Fr 18th	18 Mo	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Tu	18 We	18 Th	18 Tu Summer break	18 We Summer break	18 Fr	18 Th	18 Tu	18 Su	18 We Summer break	18 Mo	18 Fr	18 Fr	18 Mo	18 We	18 Sa Summer break
19 We Summer break	19 Sa 19th	19 Tu	19 Th	19 Su	19 Tu	19 We	19 Sa	19 Tu	19 We	19 Th	19 Tu Summer break	19 We Summer break	19 Fr	19 Th	19 Tu	19 Su	19 We Summer break	19 Mo	19 Fr	19 Fr	19 Mo	19 We	19 Sa Summer break
20 Th Summer break	20 Su 20th	20 We	20 Fr	20 Mo	20 We	20 Sa	20 Tu	20 Tu	20 We	20 Th	20 Tu Summer break	20 We Summer break	20 Fr	20 Th	20 Tu	20 Su	20 We Summer break	20 Mo	20 Fr	20 Fr	20 Mo	20 We	20 Sa Summer break
21 Fr Summer break	21 Mo 21st	21 Tu	21 Th	21 Tu	21 Th	21 We	21 Sa	21 Tu	21 We	21 Th	21 Tu Summer break	21 We Summer break	21 Fr	21 Th	21 Tu	21 Su	21 We Summer break	21 Mo	21 Fr	21 Fr	21 Mo	21 We	21 Sa Summer break
22 Sa Summer break	22 Tu 22nd	22 Fr	22 Su	22 We	22 Fr	22 Mo	22 Th	22 Tu	22 We	22 Th	22 Tu Summer break	22 We Summer break	22 Fr	22 Th	22 Tu	22 Su	22 We Summer break	22 Mo	22 Fr	22 Fr	22 Mo	22 We	22 Sa Summer break
23 Su Summer break	23 We 23rd	23 Sa	23 Mo	23 Th	23 Sa	23 Tu	23 Fr	23 Tu	23 We	23 Th	23 Tu Summer break	23 We Summer break	23 Fr	23 Th	23 Tu	23 Su	23 We Summer break	23 Mo	23 Fr	23 Fr	23 Mo	23 We	23 Sa Summer break
24 Mo Summer break	24 Th 24th	24 Su	24 Tu	24 Fr	24 Su	24 We	24 Sa	24 Tu	24 We	24 Th	24 Tu Summer break	24 We Summer break	24 Fr	24 Th	24 Tu	24 Su	24 We Summer break	24 Mo	24 Fr	24 Fr	24 Mo	24 We	24 Sa Summer break
25 Tu Summer break	25 Fr 25th	25 Mo	25 We	25 Sa	25 Mo	25 Th	25 Sa	25 Tu	25 We	25 Th	25 Tu Summer break	25 We Summer break	25 Fr	25 Th	25 Tu	25 Su	25 We Summer break	25 Mo	25 Fr	25 Fr	25 Mo	25 We	25 Sa Summer break
26 We Summer break	26 Sa 26th	26 Tu	26 Th	26 Su	26 Tu	26 We	26 Sa	26 Tu	26 We	26 Th	26 Tu Summer break	26 We Summer break	26 Fr	26 Th	26 Tu	26 Su	26 We Summer break	26 Mo	26 Fr	26 Fr	26 Mo	26 We	26 Sa Summer break
27 Th Summer break	27 Su 27th	27 We	27 Fr	27 Mo	27 Th	27 Sa	27 Tu	27 Tu	27 We	27 Th	27 Tu Summer break	27 We Summer break	27 Fr	27 Th	27 Tu	27 Su	27 We Summer break	27 Mo	27 Fr	27 Fr	27 Mo	27 We	27 Sa Summer break
28 Fr Summer break	28 Mo 28th	28 Tu	28 Th	28 Tu	28 Th	28 We	28 Sa	28 Tu	28 We	28 Th	28 Tu Summer break	28 We Summer break	28 Fr	28 Th	28 Tu	28 Su	28 We Summer break	28 Mo	28 Fr	28 Fr	28 Mo	28 We	28 Sa Summer break
29 Sa Summer break	29 Tu 29th	29 Fr	29 Su	29 We	29 Fr	29 Mo	29 Th	29 Tu	29 We	29 Th	29 Tu Summer break	29 We Summer break	29 Fr	29 Th	29 Tu	29 Su	29 We Summer break	29 Mo	29 Fr	29 Fr	29 Mo	29 We	29 Sa Summer break
30 Su Summer break	30 We 30th	30 Sa	30 Mo	30 Th	30 Sa	30 Tu	30 Fr	30 Tu	30 We	30 Th	30 Tu Summer break	30 We Summer break	30 Fr	30 Th	30 Tu	30 Su	30 We Summer break	30 Mo	30 Fr	30 Fr	30 Mo	30 We	30 Sa Summer break
31 Mo Summer break	31 Th 31st		31 Tu		31 Su	31 We																	

Date provided is if without vacancy

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## August Term

## Fall Trimester

## Winter Trimester

## Spring Trimester

## May Term

## Summer

Days off: Labor Day, Fall break (2 days)

Days off: Thanksgiving (5 days), Christmas Break (10 days), MLK

Days off: Presidents' Day, Spring Break (1 week), Good Friday, Easter Monday

Summer Break (9 weeks)

## Daily Schedule

Teams	Start	End	Duration	Period	Monday	Tuesday	Wednesday	Thursday	Friday
1-3	8:00	9:10	70min	1	PE	PE	PE	PE	PE
1-3	9:15	9:35	20min	C	Convocation	Convocation	Convocation	Convocation	Convocation
1-3	9:40	10:50	70min	2	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Latin I-A
1-3	10:55	12:05	70min	3	Science	Latin I-A	Science	Science	Science
1-3	12:10	12:35	25min	L	Lunch	Lunch	Lunch	Lunch	Lunch
1-3	12:35	13:05	30min	A	Advisory	Advisory	Advisory	Advisory	Advisory
1-3	13:10	14:20	70min	4	Geography	Geography	Geography	Latin I-A	Geography
1-3	14:25	15:35	70min	5	Math	Math	Latin I-A	Math	Math
1-3	16:10	18:00	Varies	X	Extracurricular	Pre-gameHuddle	Extracurricular	Extracurricular	Extracurricular
Teams	Start	End	Duration	Period	Monday	Tuesday	Wednesday	Thursday	Friday
4-5	8:00	9:10	70min	1	PE	PE	PE	PE	PE
4-5	9:15	9:35	20min	C	Convocation	Convocation	Convocation	Convocation	Convocation
4-5	9:40	10:50	70min	2	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Latin I-A
4-5	10:55	12:05	70min	3	Science	Latin I-A	Science	Science	Science
4-5	12:10	12:35	25min	L	Lunch	Lunch	Lunch	Lunch	Lunch
4-5	12:35	13:05	30min	A	Advisory	Advisory	Advisory	Advisory	Advisory
4-5	13:10	14:20	70min	4	Math	Math	Latin I-A	Math	Math
4-5	14:25	15:35	70min	5	Geography	Geography	Geography	Latin I-A	Geography
4-5	16:10	18:00	varies	X	Extracurricular	Pre-gameHuddle	Extracurricular	Extracurricular	Extracurricular
Teams	Start	End	Duration	Period	Monday	Tuesday	Wednesday	Thursday	Friday
6-8	8:00	9:10	70min	1	PE	PE	PE	PE	PE
6-8	9:15	9:35	20min	C	Convocation	Convocation	Convocation	Convocation	Convocation
6-8	9:40	10:50	70min	2	Science	Latin I-A	Science	Science	Science
6-8	10:55	12:05	70min	3	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Latin I-A
6-8	12:10	12:35	25min	L	Lunch	Lunch	Lunch	Lunch	Lunch
6-8	12:35	13:05	30min	A	Advisory	Advisory	Advisory	Advisory	Advisory
6-8	13:10	14:20	70min	4	Math	Math	Latin I-A	Math	Math
6-8	14:25	15:35	70min	5	Geography	Geography	Geography	Latin I-A	Geography
6-8	16:10	18:00	varies	X	Extracurricular	Pre-gameHuddle	Extracurricular	Extracurricular	Extracurricular
Teams	Start	End	Duration	Period	Monday	Tuesday	Wednesday	Thursday	Friday
9-10	8:00	9:10	70min	1	PE	PE	PE	PE	PE
9-10	9:15	9:35	20min	C	Convocation	Convocation	Convocation	Convocation	Convocation
9-10	9:40	10:50	70min	2	Science	Latin I-A	Science	Science	Science
9-10	10:55	12:05	70min	3	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Eng. Lang. Arts I	Latin I-A
9-10	12:10	12:35	25min	L	Lunch	Lunch	Lunch	Lunch	Lunch